

**PETITION**  
**Transfer Credits**

First Name	<input style="width: 95%;" type="text"/>	Last Name	<input style="width: 95%;" type="text"/>	ID#	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>	Degree	<input style="width: 95%;" type="text"/>		
Address	<input style="width: 95%;" type="text"/>				
City	<input style="width: 15%;" type="text"/>	State	<input style="width: 5%;" type="text"/>	Zip Code	<input style="width: 15%;" type="text"/>
Country	<input style="width: 95%;" type="text"/>			Major Area	<input style="width: 95%;" type="text"/>
				Cognate Area	<input style="width: 95%;" type="text"/>
				Date	<input style="width: 95%;" type="text"/>

**An OFFICIAL TRANSCRIPT from an accredited institution(s) must be on file in the Records Office before the credit will be transferred, and it is my responsibility to request the transcript(s) requirements. I understand the following restrictions.**

- a. an OFFICIAL TRANSCRIPT from an accredited institution(s) must be on file in the Records Office before the credit will be transferred, and it is my responsibility to request the transcript(s) requirements. I understand the following restrictions.**
- b. each course must have a grade of B (3.00) or higher.**
- c. research courses to meet the AU research requirement must be approved in the "Approved" column by professor who teaches the course.**
- d. any other course substituting a required AU course must be approved in the "Approved" column by the professor who teaches the course.**

PLEASE TYPE/PRINT

(Transcript should be sent directly to the Records Office)

Institution:

Year Taken	Course #	Course Title	# Credits	Grade	AU EquivCourse #	Approved	Deny

Student Initial:

Date:

**RECOMMENDED:**

Academic Advisor: \_\_\_\_\_  Approve  Deny Date:

Department Chair/Program Director: \_\_\_\_\_  Approve  Deny Date:

Dean, School of Education: \_\_\_\_\_  Approve  Deny Date:

Dean, School of Graduate Studies: \_\_\_\_\_  Approve  Deny Date:

\*The graduate Dean's signature is needed for any exceptions to minimum standards voted by the Graduate Council, including exceptions to policies for provisional/regular admission (including English Language standards), normal course loads, residency, degree candidacy and deadlines, time limitations on degrees, credit transfers, second degrees, updating, grade changes, grade-point average requirements, academic probation, comprehensive examinations, projects/theses/dissertations, application for graduation deadlines, etc