

## MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL TRANSFER APPROVAL FORM

Name: \_\_\_\_\_  
Last                      First                      Middle

Graduate Transfer Credit Accepted From: \_\_\_\_\_  
Name of Original Institution - one per form

MSU ID: \_\_\_\_\_ Net ID: \_\_\_\_\_

Type of Transfer (Attach Transcript\*):  
 \_\_\_\_\_ Domestic (Transfer Grade as Noted on Transcript; calculated with final GPA)  
 \_\_\_\_\_ International (Transfer Grade of S)  
 \_\_\_\_\_ Military (Transfer Grade of S)

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

**\* PLEASE NOTE: Official Transcript must be on file in the Office of the Graduate School**

**Instructions:** For each course transferred, supply the course information as listed on the original transcript in line 1, then decide how the course should be designated on the MSU transcript on line 2. You may choose from 2 options: a) re-label the course using the symbol, number and title of an equivalent MSU course (e.g., IE 6573 Process Improvement Engineering; or b) retain the actual course title from the original institution, but label it with a special topics designation (e.g., IE 6/8990 Quality Mgt). Please note that the Semester Taken must remain the original date as indicated on the transcript.

Institution	Course Symbol and Number	Course Title	Semester Taken	Credit Hours	Grade
1. Original					
2. MSU					
1. Original					
2. MSU					
1. Original					
2. MSU					

**NOTE:** Course credit transferred must not exceed the 8-year time limit for masters and educational specialists at the time of degree completion. Doctoral students may not transfer any course credit after successful completion of the preliminary/comprehensive examination. Any exception to current transfer credit policy outlined in the Graduate Bulletin requires approval by the respective Academic Dean, and from the Dean of the Graduate School via Memorandum.

**Justification for Exception:** \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Major Professor                      Date

\_\_\_\_\_  
Graduate Coordinator                      Date

\_\_\_\_\_  
Minor Graduate Coordinator (if applicable)                      Date

\_\_\_\_\_  
Committee Member                      Date

\_\_\_\_\_  
Committee Member                      Date

\_\_\_\_\_  
Committee Member                      Date

\_\_\_\_\_  
Committee Member (Minor, if applicable)                      Date

\_\_\_\_\_  
Student                      Date

\_\_\_\_\_  
Academic Dean                      Date