

Name: \_\_\_\_\_ MSU ID #: \_\_\_\_\_ Degree: \_\_\_\_\_  
 (Last) (First) (Middle)

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

**PLEASE DENOTE TYPE OF TRANSFER AND ATTACH ORIGINAL TRANSCRIPT:**

- Domestic (Transfer Grade as noted on Transcript; calculated with final GPA)     International (Transfer Grade of S)     Military (Transfer Grade of S)

**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			Same		
1. Original					
2. MSU			Same		
1. Original					
2. MSU			Same		

**NOTE:** Course credit transferred must not exceed the 6-year (master's and educational specialist) and 8-year (doctoral) time limits at the time of degree completion. Any exception to current transfer credit policy outlined in the *Graduate Bulletin* requires approval by the respective academic Dean.  
 Justification for exception: \_\_\_\_\_

**Signatures:**

_____ Major Professor	_____ Date	_____ Program Graduate Coordinator	_____ Date	_____ Minor Program Graduate Coordinator	_____ Date
_____ Committee Member	_____ Date	_____ Committee Member	_____ Date	_____ Committee Member	_____ Date
_____ Committee Member (Minor if applicable)	_____ Date	_____ Student	_____ Date	_____ Dean	_____ Date