



Transfer Approval

Name _____ 9-digit ID _____ Net ID _____
Last First Middle

Degree _____ Major _____

Concentration _____ Minor (if applicable) _____

Name of Transfer University _____

Type of Transfer [] Domestic (transfer grade is noted on transcript; calculated with final GPA) [] International (transfer grade of "S") [] Military (transfer grade of "S")
Note: Official transcript must be on file in the Office of the Graduate School.

Instructions for completing the transfer form:

- 1) For each course transferred, supply the course information as listed on the original transcript on line 1.
2) Decide how the course should be designated on the MSU transcript on line 2.
a. The course may be relabeled using the symbol, number and title of the equivalent MSU course.
b. The original course title may be retained and labeled with a special topic designation.
3) Please note that the semester taken must remain the original date as indicated on the transcript.

Table with 7 columns: Institution, Course Symbol and Number, Course Title, Semester Taken, Credit Hours, Grade. Rows 1-9 with sub-rows for Original and MSU.

Note: Course credit transferred must not exceed the eight-year time limit for master's and educational specialist programs at the time of approval. Doctoral students may not transfer any course credit after successfully completing the comprehensive examination. Any exception to the current transfer approval policy outlined in the Graduate Catalog requires approval by the respective Academic Dean, and from the Dean of the Graduate School via memorandum.

Student _____

Date _____

Graduate Coordinator _____

Date _____

Major Professor _____

Date _____

Academic Dean, if applicable. _____

Date _____

Department Head, if applicable. _____

Date _____