REQUEST FOR TRANSFER OF GRADUATE CREDIT

Before requesting the transfer of graduate credit hours from another university, please be sure the following conditions are met.

- The credits were taken at an accredited graduate school.
- The credits were completed within the six-year statute of limitations.
- A grade of B or higher was earned in the courses requested for transfer.
- The student has completed at least the same number of credit hours at The University of Tulsa with at least a 3.0 grade point average before the request for transfer credit is approved.
- The course work requested for transfer was not used to satisfy the requirements for a previous graduate degree.
- Transfer credit is limited to 6 hours for the master's level student and 12 hours for the doctoral level student. Any exceptions to these limits require a statement of justification from the advisor explaining the extenuating circumstances.

The student's advisor is responsible for determining the applicability of transfer work to the student's program. Some advisors may require a copy of the syllabus before the request will be considered. The advisor will make a recommendation on transfer of graduate credit to the Graduate School using this form. The completed form must be accompanied by an official transcript of these courses, or a copy of the transcript if the official transcript is already on file in the Graduate School Office. All transfer credit is subject to final approval by the Dean of Research and Graduate Studies.

Student Name	Student's Signature	ID #
Graduate Program	Graduate Advisor	Advisor's Signature

University	Credits	Year	Course #	Title	Recommended as elective	Recommended to replace course

Dean of Research and Graduate Studies _____ Date _____

10/2002