GRADUATE STUDIES

Transfer/Substitution Course Request for Master's Degree

A maximum of 1/3 of the credit required for a master's degree may be accepted as transfer credit from another accredited graduate school if approved by the major and/or minor department and the Graduate School. Transfer credit can only be granted for credit with grades of "A" or "B" earned within six years of graduation with A&M-Commerce master's degree. For all courses listed below that were not completed at A&M-Commerce, an official transcript must be on file in the Office of Graduate Studies. A 595 course cannot be transferred from another university. A 595 course taken at A&M-Commerce in one program can be transferred to another program only with Graduate School Dean approval.

Name: _____ CWID: _____

Email: _____

Department: _____ Major: _____

Degree: MA ☐ MBA ☐ MED ☐ MFA ☐ MSF ☐ MM ☐ MS ☐ MSW ☐ SSP ☐

University procedure requires that coursework used toward a master's degree at A&M-Commerce can be no older than 6 years at the time the graduate degree from A&M-Commerce is conferred**. In no case will courses be approved that are over 10 years old at the time the degree is conferred.** A transfer course that is approved by the Graduate School now, but by the time of graduation is no longer under the 10 year limit, cannot be used toward the master's degree.

Transfer/Substitution Courses to be used toward an A&M-Commerce Master's Degree:

Major

Course	Institution	Date Completed	Grade	Semester Hour	A&M-Commerce Equivalent	In order to use this course student must graduate no later than (Grad School use only)

Electives

Course	Institution	Date Completed	Grade	Semester Hour	A&M-Commerce Equivalent	In order to use this course student must graduate no later than (Grad School use only)

_____ _____
Student Signature Date

_____ _____
Major Department Head/Advisor Date

_____ _____
Dean of Graduate Studies Date

☐ Approved ☐ Not Approved

Revised May 20, 2014