



School of Graduate Studies Request for Transfer of Graduate Courses

A Bloomsburg University graduate student wishing to transfer **graduate courses** from another accredited College/University must complete this form, obtain the advisor's and program coordinator's signature, and return the completed form to the Graduate Office. A maximum of 9 semester hours may be transferred. A copy of the course description from the university catalog at which the course was taken **MUST** be attached. An official transcript must be forwarded to the School of Graduate Studies upon completion. Transfer credits must have been earned with a grade of at least B, must be capable of counting toward a graduate degree at the sponsoring institution, be appropriate to the BU program, and be completed no more than six years from the expected date of graduation. Pass/fail grades are not accepted. Workshop courses are not transferable to a graduate degree program at BU. For more information, please refer to PRP 3463: Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements.

Student Name _____ 6 digit Student ID # _____

Degree/Certification Program: _____

When was/will course be taken _____ BU Email: _____@huskies.bloomu.edu

of graduate credits previously transferred _____ (no more than nine credits are allowed in transfer from another institution)

Name of College/University from which course(s) is to be transferred (please request official transcript)	Transfer Course # and Name	Credits	Dates course was/will be taken
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

(Advisor use only)

Transfer Course # and Name	Equivalent BU Course or other acceptable elective	Credits
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Student Signature _____ **Date:** _____

1. Approved Not Approved Advisor _____ Date _____
Exceptions and/or reasons: _____ (Print) (Sign)

2. Approved Not Approved Prog. Coordinator _____ Date _____
Exceptions and/or reasons: _____ (Print) (Sign)

3. Approved Not Approved Graduate Dean _____ Date _____
Exceptions and/or reasons: _____ (Print) (Sign)

4. Pre Approved Pending "B" or Better