

## Graduate Program Course Substitution or Transfer Request

MSU will only accept a total of nine (9) hours of approved transfer work per program. For a doctoral program, a maximum of eighteen (18) hours post-master's credit may be transferred with approval.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ MSU ID #: \_\_\_\_\_

**Substitution applies to the following program(s):** \_\_\_\_\_

Institution where course was taught (transfer credit only): \_\_\_\_\_

Substitute the following course:

DEPT.	COURSE NO.	COURSE TITLE
_____	_____	_____

This course substitutes for:

DEPT.	COURSE NO.	COURSE TITLE
_____	_____	_____

**Advisors & Department Chairs – please indicate with a checkmark (✓) below that you have reviewed the following (applies to transfer credit only):**

Advisor	Dept. Chair	
		Official graduate transcript or copy of transcript is attached. Course(s) to be transferred carry a mark of "B" or better.
		Course catalog description and/or syllabus has been reviewed and is attached to this form.
		Course credit has been earned at an accredited graduate institution within 10 years of the date in which the graduate program requirements are completed.
		Coursework has been evaluated for length of instruction term (quarter hours).

### Approval Signatures

Student (optional)	Date
--------------------	------

Advisor	Date
---------	------

Department Chair	Date
------------------	------

Graduate Dean	Date
---------------	------