

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 or last 4 of SSN: _____

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

| | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Official graduate transcript or copy of transcript is attached. Course(s) to be transferred carry a mark of "B" or better. |
| <input type="checkbox"/> | <input type="checkbox"/> | Course catalog description and/or syllabus has been reviewed and is attached to this form. |
| <input type="checkbox"/> | <input type="checkbox"/> | Course credit has been earned at an accredited graduate institution within 10 years of the date in which the graduate program requirements are completed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Coursework has been evaluated for length of instruction term, frequency and length of class sessions, course syllabus and/or statement of requirements, and faculty member's qualifications, as applicable. The course is recorded in semester hours. |

Approval Signatures

Student (optional) Date

Advisor Date

Department Chair Date

Graduate Dean Date