

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
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This course substitutes for:

DEPT.	COURSE NO.	COURSE TITLE
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Advisors & Department Chairs/Associate Deans– 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 or Associate Dean _____ Date

_____ Director, Graduate School _____ Date

Once appropriate signatures are obtained, please return this and required documentation to:

g.jones@moreheadstate.edu or

graduate@moreheadstate.edu

The Graduate School - (606) 783-2039

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