Albany State University
University System of Georgia
Albany, Georgia

PETITION TO TRANSFER GRADUATE/SPECIALIST COURSES
MASTER OF EDUCATION DEGREE PROGRAM

INSTRUCTIONS: This form is to be used for transferring GRADUATE COURSES ONLY. The student and advisor should complete it jointly. It then should be submitted to the Graduate Office no later than the beginning of the first semester of enrollment and should show only those courses applicable to the degree sought. Transcript(s) to support transfer credit must be attached. The student should provide catalog course descriptions. **PLEASE NOTE THE FOLLOWING:**

1. Any course over six (6) years old by the date of graduation is not transferable.
2. Twenty-seven (27) hours of resident credit required for Masters.
3. One (1) semester hour equals one and one-half (1 ½) quarter hours (e.g. 3 sem. hrs. = 4.5 qtr. hrs).
4. All transfer credit should be expressed in ASU equivalent semester hours.
5. A grade of "B" or better is required in transfer courses.
6. A student may not transfer credit during the semester he/she expects to graduate. His/Her graduation will be delayed one semester.

<u>This form must be typed</u>

Name _____ Social Security No. _____

Address _____
Number & Street City State Zip

Business Telephone _____ Home Telephone _____

Degree _____ Major _____

A. NATURE OF THE LEARNER AND LEARNING PROBLEM					
COLLEGE OR UNIVERSITY	**COURSE PREFIX & NO.**	**YEAR TAKEN**	**SEMESTER HOURS**	**GRADE**	**ASU EQUIVALENT COURSE PREFIX & NO.**
B. PROGRAMS AND PROBLEMS OF THE SCHOOL					
C. TEACHING FIELD					
D. RESEARCH					
E. ELECTIVES					

Total Number of Transferred Hours _____

_____ _____ _____
Student's Signature Advisor's Signature Date

APPROVED: _____ _____ _____ _____
Dean, Graduate School Date V.P. for Academic Affairs Date

cc: Registrar
Student
Advisor

8/08