GRADUATE STUDIES

Request to Use Courses Over 6 Years Old for a Master's Degree Program

University procedure requires that coursework used towards a master's degree at A&M-Commerce can be no older than 6 years at the time the graduate degree from A&M-Commerce is conferred. In no case will courses be approved that are over 10 years old at the time the degree is conferred. A transfer course that is approved by the Graduate School now but by the time of graduation is no longer under 10 years limit, cannot be used towards the master's degree
List below any courses you wish to be considered for a variance of the 6 year requirement. Each course will be considered individually.
If the courses are from another institution, a transfer/substitution form must accompany this form. Transfer courses must be from a regionally accredited university with a grade of B or better.

Name: _____ CWID: _____

Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

Degree: MA ◯ MBA ◉ MED ◯ MFA ◯ MSF ◯ MM ◯ MS ◯ MSW ◯ SSP ◯

Major: _____

Courses to be Considered for Use Toward an A&M-Commerce Master's Degree:

Course	Institution	Semester/Year Completed	Grade	Semester Hour
1.				
2.				
3.				
4.				

If courses are from other institutions, a transfer/substitution form must also accompany this form.

_____
Student Signature Date

_____ _____
Major Advisor Date Minor Advisor Date

Student must graduate no later than _____.

_____
Dean of Graduate Studies Date

Revised 01/25/12