

# GRADUATE STUDIES

## Transfer/Substitution Course Request for Master's Degree

A maximum of 1/3 of the credit required for a master's degree may be accepted as transfer credit from another accredited graduate school if approved by the major and/or minor department and the Graduate School. Transfer credit can only be granted for credit with grades of "A" or "B" earned within six years of graduation with A&M-Commerce master's degree. For all courses listed below that were not completed at A&M-Commerce, an official transcript must be on file in the Office of Graduate Studies. A 595 course cannot be transferred from another university. A 595 course taken at A&M-Commerce in one program can be transferred to another program only with Graduate School Dean approval.

Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree: MA  MBA  MED  MFA  MSF  MM  MS  MSW  SSP

**Transfer/Substitution Courses to be Used Toward an A&M-Commerce Master's Degree:**

	Course	Institution	Date Completed	Grade	Semester Hour	A&M Commerce Equivalent
Major						

	Course	Institution	Date Completed	Grade	Semester Hour	A&M Commerce Equivalent
Electives						

	Course	Institution	Date Completed	Grade	Semester Hour	A&M Commerce Equivalent
Minor						

\_\_\_\_\_  
Major Department Head / Advisor                      Date

\_\_\_\_\_  
Minor Department Head / Advisor                      Date

\_\_\_\_\_  
Dean of Graduate Studies                                      Date

Approved                       Not Approved