

**North Georgia College & State University-Office of Graduate Admissions  
Request for Transfer of Graduate Credit**

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Degree Program Major \_\_\_\_\_

**Transfer of Graduate Credit (see Graduate Bulletin for complete details)**

1. Students must earn a minimum of 24 hrs. of graduate credits in residence at NGCSU applicable toward the degree.
2. Credits applied toward another degree earned cannot be accepted as transfer credits for a NGCSU degree program.
3. Transfer credits must have been completed within the six-year period allowable for the completion of degree requirements at NGCSU.
4. Acceptance of transfer credits does not reduce the 24-hr. residence requirement.

**Instructions for Academic Advisor**

1. Please complete all information on each course for which graduate transfer credit is requested.
2. In a case where there is no equivalent NGCSU course and the course is to be accepted by title, indicate so by writing "By Title" in the space designated "NGCSU Designator & Number."
3. Submit completed form to the Office of Graduate Admissions.
4. An updated, unofficial transcript will be mailed to the academic advisor and study.

Origin Course Designator & Number	Origin Institution	Date Completed	NGCSU Designator & Number	Grade	Hours

**Signatures Required**

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

School Representative \_\_\_\_\_ Date \_\_\_\_\_

Verification & Posting of Credits \_\_\_\_\_ Date \_\_\_\_\_

(Graduate Admissions/Susan Perry)