

**LOCK HAVEN UNIVERSITY
SCHOOL OF GRADUATE STUDIES**

Request for Transfer of Graduate Courses –

A graduate student wishing to transfer **graduate courses** from another accredited College/University must complete this form, obtain the advisor’s and program coordinator’s signature, and return the completed form to the Registrar’s Office. A maximum of 9 semester hours may be transferred.

A copy of the course description from the university catalog at which the course was taken **MUST** be attached. An official transcript must be forwarded to the Registrar’s Office upon completion. Transfer credits must have been earned with a grade of at least B, must be capable of counting toward a graduate degree at the sponsoring institution, be appropriate to the LHU program, and be completed no more than six years from the expected date of graduation. Pass/fail grades are not accepted. Workshop courses are not transferable to a graduate degree program at LHU.

Student Name _____ Student ID # _____

Student Degree/Certification Program: _____

of graduate credits previously transferred _____ (no more than nine credits are allowed in transfer from another institution)

Name of College/University from which course(s) is to be transferred (please request official transcript)	Course # and Name	Credits	Dates Course was/will be taken

Student Signature _____ Date: _____

ADVISOR USE ONLY:

Transfer Course # and Name	Equivalent LHU Course or Acceptable Elective	Credits

REQUIRED SIGNATURES FOR APPROVAL – obtain approval/signatures of faculty/offices in order listed below:

Signature – Academic Advisor	Approved	Not Approved	Exceptions and/or reasons:	Date
Signature – Program Coordinator	Approved	Not Approved	Exceptions and/or reasons:	Date
Signature – Graduate Dean	Approved	Not Approved	Exceptions and/or reasons:	Date

Preapproved Pending “B” or better