Fontbonne UNIVERSITY

Request to Accept Graduate Transfer Credit

Please see Fontbonne catalog for the number of graduate-level hours a currently enrolled graduate student may transfer. The total number of graduate credits is based upon the total graduate program credits required. Graduate-level transfer courses must be comparable in content to Fontbonne courses. The Fontbonne graduate course replaced by the graduate level transfer course will be determined by the program director and approved by the department chairperson. Such transfer credit must:

1. Either be equivalent to a specific graduate course or, when appropriate, be an acceptable graduate elective;
2. Have been earned at a regionally accredited institution of higher education;
3. Have earned a letter grade of A or B

Individual programs may have additional criteria for graduate level transfer credit. Consult the Program Director for more information.

Official transcript(s) must be provided to the Program Director for this evaluation. The student will be notified if full course description(s) (college catalog description and/or full syllabi from the year of the course) are needed to determine Fontbonne graduate equivalency.

_____

Student Name   Student ID#

I request that the following graduate course(s) be considered as transfer credit(s) for my graduate program under the terms described above.

_____   _____

Student Signature   Date

_____   _____

Advisor Signature   Date

Name of Institution	Course	Term/Year	#Grad Hours	Final Grade	Equivalency
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

_____   _____

Department Chair Signature   Date

_____   _____

Registrar Office Signature   Date