



REQUEST TO TRANSFER GRADUATE LEVEL COURSES

GRADUATE SCHOOL

INSTRUCTIONS

- Print clearly and fill out all sections of the form
- Official transcripts must be on file with the Graduate School before courses can be approved
- Provide course syllabi and course description for each course petitioned
(In the event that supporting documentation is not provided, the Graduate School will use information available to the public from the institution to review request)
- Students must meet with their academic advisor before submitting request
- Submit complete form with approval signatures to graduateschool@tamiu.edu, or in person at the Graduate School (Zaffirini Success Center 223)

ACADEMIC REGULATIONS

Transfer of Graduate-Level Study: A maximum of twelve (12) semester hours with a minimum grade of 3.0 ("B") on a 4.0 scale can be transferred into a master's program with the consent of the Program Director and Department Chair. In the A.R. Sanchez, Jr. School of Business, a maximum of two courses (6 SCH) can be transferred solely as elective/concentration courses; required courses that are part of the business graduate curriculum must be completed in residence.

Graduation Under a Particular Catalog: A degree seeking student may receive his/her master's degree upon satisfying the requirements of the catalog under which he/she first earned resident credit for graduate work, or upon satisfying the requirements of the catalog of any subsequent year in which he/she earned credit as a resident student in the University. All requirements for a master's degree must be completed within a period of five years or within the time specified for the particular program. No credit more than five years old, or within the time specified for the particular program, counting from the catalog year in effect at registration, will be recognized as graduate credit applicable toward a graduate degree. Students whose coursework has expired may repeat the expired course(s) or request an appropriate substitute or request a waiver.

Additional Master's Degree Policy: Students shall not be permitted to apply the same course to more than one master's degree except in the Master of Public Administration program and the Master of Science in Nursing-Family Nurse Practitioner program.

STUDENT INFORMATION

TAMIU ID:	First Name:	Last Name:

Graduate Program:

Degree: MA MS MBA MPACC MPA PHD Major: _____

COURSE(S) INFORMATION

TO BE COMPLETED BY STUDENT					TO BE COMPLETED WITH ASSISTANCE FROM PROGRAM DIRECTOR OR GRADUATE ADVISOR		
Name of Institution Attended:					Course(s) Accepted to Student's Program		
Course Prefix and Number:	Course Name:	Semester Credit Hours:	Semester Taken:	Grade:	Approved	TAMIU Course Prefix and Number:	TAMIU Course Name:
					__YES __NO		
					__YES __NO		
					__YES __NO		
					__YES __NO		

APPROVAL SIGNATURES

Student Signature	Date	Department Chair	Date
Program Director	Date	Graduate School Dean	Date