Idaho State UNIVERSITY
Graduate School

Graduate Transfer Credit Approval Form

gradschool@isu.edu | 208-282-3362 | www.isu.edu/graduate

STUDENT ID: _____LAST NAME: _____FIRST NAME: _____

EMAIL ADDRESS: _____DEGREE (i.e. MS, PhD):_____ PROGRAM: _____

CATALOG YEAR: _____ **STUDENT'S SIGNATURE:** _____**DATE:**_____
(i.e. 2016-2017)

INSTRUCTIONS/PROCEDURES:
1. Request to transfer credits must be submitted within 1st year of program enrollment, prior to submission of program of study
2. One Transfer Credit Approval Form must be submitted for each course
3. Student must have official transcript with final grades posted on file in the Graduate School in order for transfer credit request to be processed.
4. For pre-approved courses taken concurrently, students must send official final transcript within 2 weeks after grades are posted or immediately if course is taken within the last semester to process degree for graduation.
5. The Graduate School will notify students and department chair via email when the request has been processed.
   Email official etranscripts to: *gradschool@isu.edu*
   Mail official transcripts to: *Graduate School, Idaho State University, 921 S. 8th Ave., Stop 8075, Pocatello, ID 83201-8075*

SUBJECT	COURSE NUMBER	TITLE	CREDITS	UNIVERSITY/COLLEGE	TERM	ISU EQUIVALENT *(elective, EDU 5501, etc.)*

GRADUATE SCHOOL TRANSFER CREDIT POLICIES
1. Only the credit hours transfer, not the grades
2. A total of 9 semester graduate level credits may be transferred from a regionally accredited institution. Students who wish to transfer more than 9 credits must submit a petition.
3. Courses must be no more than 8 years old for master's degrees. Students who wish to transfer outdated credits must submit a petition.

STUDENT'S ADVISOR: _____   □ *APPROVE* □ *DENY*   DATE: _____

DEPARTMENT CHAIR: _____   □ *APPROVE* □ *DENY*   DATE: _____

COLLEGE DEAN: _____   □ *APPROVE* □ *DENY*   DATE: _____

GRADUATE DEAN: _____   □ *APPROVE* □ *DENY*   DATE: _____

OFFICE OF THE REGISTRAR

Processed by: _____   Date: _____   □ *official transcript on file*