

**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 24 hrs. of graduate credits in residence at North Georgia applicable toward the degree.
2. Credits applied toward another degree earned cannot be accepted as transfer credits for a North Georgia degree program.
3. Transfer credits must have been completed within the six-year period allowable for the completion of degree requirements at North Georgia.
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 North Georgia course and the course is to be accepted by title, indicate so by writing "By Title" in the space designated "North Georgia 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 student.

Origin Course Designator & Number	Origin Institution	Date Completed	North Georgia Designator & Number	Grade	Hours

**Signatures Required**

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

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

Dean \_\_\_\_\_ Date \_\_\_\_\_

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

(Graduate Admissions/Susan Perry)