

REQUEST FOR EVALUATION AND POSTING
OF GRADUATE TRANSFER CREDIT

DATE: _____

TO: Evaluations Section
Admissions Office
A2500 University Center

FROM: _____
Name of Department Chairperson/Major Professor

Name of Department Campus Address

The courses circled in red on the attached official transcript(s) are recommended for posting to the student's permanent record as graduate credit toward his/her degree program. Please evaluate these courses and have them posted to the student's record.

Name of Student: _____

Social Security Number: _____

Mailing Address: _____

Degree Program: Master's _____
 Hours required for degree _____

 Specialist _____
 Hours required for degree _____

 Doctoral _____

Candidate for degree this term: Yes _____ No _____

TRANSCRIPT(S) ATTACHED FOR SCHOOL(S):

APPROVED: _____

Signature of Department Chairperson/Major Professor

Signature of Transfer Evaluations Staff

PROCEDURE FOR EVALUATION AND POSTING OF GRADUATE TRANSFER CREDIT

1. It is suggested that all requests for evaluation and posting of graduate transfer credit be made IMMEDIATELY so that final graduation clearance will not be delayed because of an incomplete permanent record or ineligible transfer credits.
2. The transfer of courses from another recognized graduate school is limited to six semester hours for the master's degree, except when the departmental course requirement exceeds the University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of additional hours.
3. There is no maximum number of hours of transfer credit allowed toward a doctorate degree.
4. All transfer credit must be evaluated and recommended as graduate work by the departmental chairperson and have been completed with grades of "B" or better.
5. The department completes this form and submits it along with the official transcript(s) to the Evaluations Section. If official transcript(s) are on file in the Office of Records and Registration, then unofficial transcript(s) will be sufficient.
6. The Evaluations staff will communicate with the department concerning:
 - a. Any questions regarding ineligible courses
 - b. Incomplete requests
7. The Evaluations staff will send to the department a copy of the student's FSU transcript, which reflects the posting of the transfer credit.