

**COURSE TRANSFER REQUEST – EXTERNAL**

First Name: Tammy Last Name: Oelkrug BGSU ID: 0000320390

Degree:  Doctoral  Master's  Specialist  Certificate Program: \_\_\_\_\_

**Master's Program** -Maximum of 9 semester hours of post-baccalaureate credit may be transferred. All master's programs require at least 24 credits be earned at BGSU.  
**Specialist Program** - Maximum of 9 semester hours of post-master's credit may be transferred. All specialist programs require at least 24 credits be earned at BGSU.  
**Doctoral Program** – Maximum of 9 semester hours of post-master's credit may be transferred.  
**Certificate Program** – Maximum of 4 semester hours of post-baccalaureate credit may be transferred.

Planned Graduation Term:  Fall  Spring  Summer Year: \_\_\_\_\_ Credits Completed at BGSU: \_\_\_\_\_

Institution Where Course(s) were Completed: \_\_\_\_\_

Credits Completed Under (Select One):  Semester Calendar  Quarter Calendar

Course Subject Code & Number	Course Title	Term/Year Completed	Credit(s)	Grade	BGSU Equivalency (Subject Code & Number)	Graduate College Use Only

- Course description or syllabus must be attached for each course listed above.
- Official transcript must be sent to the Graduate College. Previously submitted official transcripts are not acceptable unless they were received within six months from the date of credit transfer request.
- If request is approved, a copy of the signed form will be sent to the student's BGSU email address. Students whose requests cannot be approved, will be contacted through their BGSU email address.

**Graduate Program Coordinator Approval:**

**Line College Approval:**

The approval of the Graduate Program Coordinator and Line College Dean or designee indicates the BGSU and non-BGSU courses are equivalent and appropriate program and college policies and procedures have been followed.

**Graduate College Approval:**

The approval of the Graduate College indicates that the credit has received approval for transfer towards a BGSU degree or certificate program.

**For Graduate College Use Only:**

- BGSU Credits Completed to date \_\_\_\_\_  Current BGSU CGPA \_\_\_\_\_
- Regular Admission Status  Credit Within Time Limitation
- Official Transcript

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Registration & Records Date Processed
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Sample