

Transfer/Non-Declared Credit Utilization Request Form

Student Name _____

Student Dawgtag _____

The department/school of _____ requests that the following courses earned for graduate credit

as a non-declared graduate student at SIU
while a student at _____
for graduate credit as an undergrad at SIU

be utilized toward a _____ in _____
(degree) (program)

Course Listing	Course Title	Semester	Credits	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Requested by: _____ Date: _____

Chair or Director of Graduate Studies

Notes:

- Use of (SIU) non-declared credit should be requested upon admission into the degree program.
- Transfer credit should not be requested until after the student has completed their first semester at SIU.
- Transfer credit may not have been utilized toward another degree, must show a minimum earned grade of B, and may not be utilized to meet the residency requirements for PhD students.
- Official transcripts from the other institution must either be on file in Extender or must accompany this request in their original sealed envelope.