



SCHOOL OF GRADUATE STUDIES

Course Substitution Request

(CCSU Courses and/or Transfer Courses)

Name:		CCSU ID:	
Student Email:	@my.ccsu.edu	Phone:	
Academic Advisor:		Degree (select one):	
Major:			

For Transfer Courses: Obtain approval from all those listed below PRIOR to enrolling in courses intended for transfer. When the courses conclude, you are responsible for providing an official transcript to the School of Graduate Studies so approved credits can be posted to your CCSU record. Courses completed at other institutions must carry a letter grade of B (3.0) or higher to be transferred to your academic record and/or applied to the Planned Program of Graduate Study. **Please consult the Graduate School catalog for policies on transferring courses.** Students may transfer a maximum of 9 credits for planned programs that equal 30-35 credits or 25% for programs of 36 credits or more, not including prerequisites.

Required CCSU Courses

Course Number (e.g. AC 501)	Course Title (e.g. Financial Reporting I)	Credit Hours

Request Transfer and/or Substitution Courses

Course Number (e.g. AC 570)	Institution (e.g. Western NE U)	Date of Completion (MM/YY)	Credit Hours

Recommended Not Recommended _____
Advisor's Signature Date

Recommended* Not Recommended* _____
Certification Officer, School of Education Date

*Needed if you are enrolled in a graduate certification OR degree program which leads to Connecticut teacher or school professional endorsement and requires the recommendation of the preparing institution

Approved Not Approved _____
Dean, School of Graduate Studies Date