

**REQUEST FOR: TRANSFER CREDIT
PLANNED PROGRAM COURSE SUBSTITUTION
NON-CCSU COURSE OFFERINGS**



Graduate School—Central Connecticut State University, 1615 Stanley Street, New Britain CT 06050

Name:	CCSU ID:
Street:	Phone: (H) ()
City/St/Zip:	(W) ()
Country:	Date:

Major:	Advisor:
Program: Doctorate <input type="checkbox"/> Master's <input type="checkbox"/> Teacher Certification <input type="checkbox"/> Sixth Year <input type="checkbox"/> OCP <input type="checkbox"/> <input type="checkbox"/>	

Procedure and Policy: Complete this form to transfer courses from another institution. **Obtain full prior approval from your advisor before enrolling in courses intended for transfer.** When the courses conclude, you are responsible for providing an official transcript to the Registrar's Office so that approved credits can be posted to your CCSU record. Courses completed at other institutions must carry a letter grade of B 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	CCSU Department & Number (i.e., EDF 500, SPED 501)	Course's Abbreviated Name (i.e., Contemp Ed. Issues)	Credit Hours
1.			
2.			
3.			

Courses from Other Institutions	Institution	Course Name & No. (i.e., ED 502-Ed Tpcs.)	Credit Hours	Completion Date (MM/YY)
1.				
2.				
3.				

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* _____
VP, Academic Affairs, Dean, School of Graduate Studies Date