

Transfer/Non-Declared Credit Utilization Request Form

Student Name _____

Student Dawgtag _____

The graduate program/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 (printed name) : _____ Date: _____

Role : Director of Graduate Studies : _____ or School Director :

Signature :

- 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 Doctoral students.
- Official transcripts from the other institution must either be on file in Xtender or must accompany this request in their original sealed envelope.

Submit the completed form to John Russell at johnprussell@siu.edu