



THE FLORIDA STATE UNIVERSITY
 COLLEGE OF EDUCATION
Office of Academic Services and Intern Support

REQUEST FOR EVALUATION AND POSTING OF GRADUATE TRANSFER CREDIT

Date: ____/____/____

To: Evaluations and Postings – Pat Ledbetter
 Office of Admissions and Records
 Room A2400 UCA
 282 Champions Way
 Tallahassee, FL 32306
 Mail Code: 2400

From: _____
 Name of department chair/major professor

 Name of department Campus address

The courses circled in red on the attached official transcript(s) are recommended for posting to the student’s permanent record as graduate credit toward his/her degree program. Please evaluate these courses and have them posted to the student’s record.

Name of student: _____

FSUID #: _____

Mailing address: _____

Degree Program: Master’s _____ Hours required for degree _____

Specialist _____ Hours required for degree _____

Doctoral _____ Hours required for degree _____

Transcript(s) attached for schools(s):

Approved: _____
 Signature of department chair/major professor

 Signature of transfer evaluations staff

PROCEDURE FOR EVALUATION AND POSTING OF GRADUATE TRANSFER CREDIT

1. It is suggested that all requests for evaluation and posting of graduate transfer credit be made IMMEDIATELY so that final graduation clearance will not be delayed because of an incomplete permanent record or ineligible transfer credits.
2. The transfer of courses from another recognized graduate school is limited to six semester hours for the master's degree, except when the departmental course requirement exceeds the University wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional hours.
3. There is no maximum number of hours of transfer credit allowed toward a doctoral degree.
4. All transfer credits must be evaluated and recommended as graduate work by the departmental chairperson and have been completed with the grades of "B" or better.
5. The department completes this form and submits it along with the official transcript(s) to the Evaluations Section. If official transcript(s) are on file in the Office of Records and Registration, then unofficial transcript(s) will be sufficient.
6. The Evaluations staff will communicate with the department concerning:
 - a. any questions regarding ineligible courses
 - b. incomplete requests
7. The Evaluations staff will send to the department a copy of the student's FSU transcript which reflects the posting of the transfer credit.