

College of Graduate Studies
Transfer Equivalency Form



Name: _____

MTSU ID # _____

Current Program: _____

Concentration _____

Transferring Institution: _____

Effective Term: _____

What term was this course taken?

Courses used in satisfaction of previous degrees are not normally transferable. Official Transcripts with course and grade from institution must be submitted to the College of Graduate Studies. No transfer work will be accepted with an earned grade below a B. Courses taken seven (7) or more years prior to admission to MTSU will not be considered for transfer credit. See Graduate Catalog for more information on transferring courses.

Transferring Course Information:

Course ID # _____

Course Title _____

Credit Hours: _____ Grade Earned: _____

Attach documentation verifying course equivalency (catalog course description, course syllabi, course outline, etc.)

MTSU Equivalent Course Information:

Course ID # _____

Course Title _____

Credit Hours: _____

_____ *Graduate Advisor Recommendation (Print)* _____ *Signature* _____ *Date*

_____ *Graduate Program Director Approval (Print)* _____ *Signature* _____ *Date*

_____ *College of Graduate Studies Approval* _____ *Date*

If a Degree Plan has been filed in the College of Graduate Studies a *Change in Degree Plan* form must be submitted to reflect transfer work.