

UTICA



UNIVERSITY

Graduate Studies Transfer Credit Form

This form is used when a student wishes to transfer credit for a course that was taken prior to attending Utica University. The form can be completed either during the application review process or after a student has matriculated into a graduate program. (NOTE: If a matriculated student wishes to take a course at another institution and receive credit for it, the Permission to Study at Another Institution Form must be submitted and approved BEFORE taking the course).

The student is responsible for obtaining approval signatures and submitting this approved form to the Office of the Registrar. The student must also have an official transcript sent from the other school to the Office of the Registrar at 1600 Burrstone Road, Utica, NY 13502. The original copy will be kept on file in the Office of the Registrar and a copy will be distributed to the Program Director and the student.

Student Name: _____ Student ID Number: _____
E-mail Address: _____ Preferred Phone Number: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Graduate Academic Program: _____

Institute Transferring Credit From: _____
Course Name: _____
Course Number: _____
Number of Semester Credit Hours: _____ Semester/Year Taken: _____
If this course replaces a UC course, indicate the course it replaces: _____

Comments: _____

Approval of Program Director: _____ Date: _____

Approval of School Dean: _____ Date: _____

For Office Use Only

Transcript received by Registrar: Yes No Date Received: _____
Date processed by Registrar: _____ Initials: _____