



## 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 College**. 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: \_\_\_\_\_