



## Request to Transfer Graduate Credit to Bradley

- Directions:**
1. Discuss, with your Bradley program coordinator/advisor, the course(s) you wish to transfer. This should be done prior to registering for courses.
  2. Bradley will accept six hours of credit from another institution provided that: the student has received approval from the Graduate Coordinator; The grade in each course offered for transfer is at least a B grade; and the course has not been used toward another degree.
  3. In rare instances more than six hours may be transferred, but in no instance will Bradley accept more than twelve hours of transfer credit toward a degree.
  4. It is the responsibility of the student to have an official transcript from the other institution sent directly to the Graduate School.
  5. Transfer will not be complete until an official transcript has been received by the Graduate School.
  6. Obtain your graduate advisor’s/coordinator’s approval for the course(s) to be transferred.
  7. Give the original form to the Graduate School.

### To Be Completed By the Student

Name: \_\_\_\_\_ BU ID#: \_\_\_\_\_  
Surname/Family/Last Given/First Middle Maiden/other

Mailing Address: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
(Include area code) (Include area code)

Institution	Course Number	Course Title	Semester Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed By the Graduate Program Coordinator

These course(s) \_\_\_\_\_ will be accepted in lieu of \_\_\_\_\_ .  
course number(s) course number(s)

These course(s) will be accepted as an elective \_\_\_\_\_  
course number(s)

\_\_\_\_\_  
 Graduate Program Coordinator/Advisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Graduate School Dean Signature

\_\_\_\_\_  
 Date