



FLORIDA STATE UNIVERSITY

### REQUEST FOR EVALUATION AND POSTING OF GRADUATE TRANSFER CREDIT

**DATE:** \_\_\_\_\_

**To:** Records, Audits, and Analysis  
Office of the University Registrar

**FROM:** \_\_\_\_\_  
*DEPARTMENT CHAIRPERSON OR MAJOR PROFESSOR*

You may also email this completed form to  
**AR-Recordsaudits@fsu.edu.**

\_\_\_\_\_  
*DEPARTMENT NAME*

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.

\_\_\_\_\_  
*STUDENT'S NAME*

<b>TRANSCRIPT</b>	<b>ATTACHED FOR SCHOOL</b>
_____	_____

<b>COURSES APPROVED FOR POSTING</b>	<b>FSU COURSE EQUIVALENT</b>
_____	_____
_____	_____

**APPROVED BY:**

\_\_\_\_\_  
*SIGNATURE OF DEPARTMENT CHAIRPERSON/MAJOR PROFESSOR*

\_\_\_\_\_  
*SIGNATURE OF TRANSFER EVALUATION STAFF*

<b>MASTER'S</b> _____
<b>HOURS REQUIRED FOR DEGREE</b> _____
<b>SPECIALIST</b> _____
<b>HOURS REQUIRED FOR DEGREE</b> _____
<b>DOCTORAL</b> _____
<b>CANDIDATE FOR THIS DEGREE PROGRAM?</b>
<b>YES</b> _____ <b>No</b> _____

## **PROCEDURE FOR EVALUATION AND POSTING OF GRADUATE TRANSFER CREDIT**

1. We suggest 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. Those hours must not have already been used toward another degree program.
3. The doctoral degree has no maximum allowed number of transfer-credit hours.
4. All transfer credit must be evaluated and recommended as graduate-level work by the departmental chairperson and have been completed with grades of B or better.
5. The department completes this form and submits it, along with the official transcript(s) to Records, Audits, and Analysis (RAA). If the official transcript(s) are on file in the Office of Admissions and Records, then unofficial transcripts are sufficient.
6. The RAA staff will communicate with the department concerning:
  - any questions regarding ineligible courses and/or
  - incomplete requests.