

STETSON UNIVERSITY

Office of Graduate Studies

Request for Approval of Transferred Graduate Courses

Instructions: This form is to be used by a student seeking to transfer not more than a semester worth of hours of MFA graduate coursework to his/her degree program.

The student is responsible for requesting an official transcript from the institution concerned, directly to:

Stetson University - Office of Graduate Studies, 421 N. Woodland Blvd, Unit 8421, DeLand, Florida 32723.

Complete **all** sections below - If a course syllabus is available, please attach it to this form.

STUDENT NAME: _____

STETSON ID#: _____ GRADUATE MAJOR: _____

NAME OF COLLEGE/UNIVERSITY COURSEWORK WAS TAKEN: _____

PROFESSOR: _____ DEPARTMENT: _____

COURSE #: _____ COURSE TITLE: _____

CREDIT HOURS: _____ TERM: _____ TEXT USED: _____

If multiple courses are being transferred in, feel free to outline the specifics on another sheet and attach it to this form for submission purposes

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| SUMMARY OF COURSE CONTENT: |
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TO REPLACE STETSON UNIVERSITY'S:

COURSE # _____ COURSE TITLE: _____

Program Director or Department Chair Approval: _____ DATE: ____/____/____

Notes: _____

PROCESSING OF TRANSFER CREDIT - THIS COMPLETED FORM MUST BE RETURNED TO THE OFFICE OF GRADUATE STUDIES located in Flagler Hall, 101-B, by email: gradstudies@stetson.edu or faxed: 386-822-7051.