University of St. Francis
College of Education

Petition for Transfer of Graduate Credit

Name: _____ **Date:** _____
Last **First** **Middle Initial**

ID#: _____ **Cohort:** _____

Address: _____

_____
City **State** **Zip**

Phone: _____
Work **Home** **E-mail address**

A fully accepted graduate student, wishing to transfer graduate work completed at other accredited institutions to a degree program at the University of St. Francis, must complete this petition. A transcript (final course grade "B" or better is required) and a course description must be provided. You may also be required to submit additional information (e.g. title/author or text, course syllabus, etc). Send copies only, as these materials will not be returned. **Please note that cohort programs may have specific policies regarding transfer credit.**

I herby petition to transfer the following course work:

SUBJECT: _____ **COURSE #:** _____

CREDIT HOURS: _____ **DATES TAKEN:** _____

COURSE TITLE: _____

INSTITUTION: _____

☐ **APPROVED.** _____ **semester hours applied to fulfill**_____
_____ **requirements.**

☐ **DENIED.** _____
_____
_____

_____ _____
Program Coordinator **Date** **Dean of College of Education** **Date**

Please fax this form and any accompanying documents to the Program Coordinator at 815-730-4721.

Copies: ☐ **Student** ☐ **Program Coordinator** ☐ **Registrar**