

## TRANSFER CREDIT OR COURSE EXEMPTION REQUEST FORM

**IMPORTANT:** Student must provide the syllabus and related course information, as well as evidence of successful completion of exams and course requirements (official grade) to the graduate course leader in order for them to determine equivalency.

**Note:** Transfer credit is not available for students who have received credit for a prior master's degree.

Exemption provides a waiver from a particular required graduate course and is not equivalent to transfer credit.

**Name:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

**Concentration:** \_\_\_\_\_ **Program:** **PhD** **MSTP** **Other** \_\_\_\_\_

### ORIGINAL COURSE INFORMATION:

**Previous Institution Name:** \_\_\_\_\_

**Course #, Title:** \_\_\_\_\_

**Semester/Year Taken:** \_\_\_\_\_ **Credits:** \_\_\_\_\_ **Final Grade:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature** **Date**

### EINSTEIN GRADUATE COURSE EQUIVALENT:

**Course Title:** \_\_\_\_\_

**Course Leader(s):** \_\_\_\_\_ **Subject/Course #:** \_\_\_\_\_

**COURSE LEADER'S RECOMMENDATION:** **TRANSFER CREDIT** **COURSE EXEMPTION**  
(choose one)

\_\_\_\_\_  
**Course Leader Signature** **Date**

### ASSOCIATE DEAN FOR GRADUATE PROGRAMS:

**TRANSFER CREDIT APPROVED**

**COURSE EXEMPTION APPROVED**

\_\_\_\_\_  
**Assoc. Dean for Graduate Programs Signature** **Date**

*For Graduate Office Use Only:*

Transfer Credit/Exemption Applied to Academic Record on : \_\_\_\_\_ by \_\_\_\_\_