



Request for Transfer of Graduate Coursework for Undergraduate Credit

INSTRUCTIONS: Undergraduates who have taken a graduate level course at another institution and would like to receive undergraduate transfer credit for that course at OSU should use this form. Students should complete sections 1 and 2 below, attaching a copy of the course syllabus, then sign and date the form to acknowledge their agreement with the authorization statement in Section 3. Upon receipt of a completed form and official transcript reflecting the desired transfer credit, the Office of Undergraduate Admissions will review the transfer course for OSU course equivalency and award transfer credit to the undergraduate level of the OSU transcript if applicable. For undergraduate credit to be awarded, this form must be received by the graduation document submission deadline for the semester in which the student intends to graduate. Dates are available at registrar.okstate.edu/commencement/graduation_deadlines.html.

SECTION 1: STUDENT INFORMATION

STUDENT NAME

LAST NAME: _____ **FIRST NAME:** _____ **MIDDLE:** _____

STUDENT ID: _____

SECTION 2: GRADUATE COURSE INFORMATION

INSTITUTION: _____ **TERM:** _____ **SUBJECT AND COURSE #:** _____

Please attach a copy of a course syllabus for transfer credit articulation and request an official transcript reflecting the desired transfer credit to be sent to the Office of Undergraduate Admissions.

SECTION 3: AUTHORIZATION

I authorize the Office of Undergraduate Admissions to award transfer credit to the undergraduate level of my OSU transcript for the course described above, if applicable. I understand that once transfer credit is awarded, I will not be able to receive graduate level credit for this course.

STUDENT SIGNATURE: _____ **DATE:** _____

SECTION 4: APPROVAL

UNDERGRADUATE ADMISSIONS SIGNATURE: _____ **DATE:** _____

GRADUATE COLLEGE SIGNATURE: _____ **DATE:** _____

REGISTRAR SIGNATURE: _____ **DATE:** _____