



GRADUATE TRANSFER REQUEST FORM

Request to transfer up to six (6)
semester credit hours.

Instructions: Submit the completed form and an official copy of your transcript (if you did not submit one when you applied to the program) to your graduate advisor for approval. Your Graduate Advisor will submit the approved form to the Graduate Studies Office.

Transfer credit is subject to the approval of the graduate advisor and to the regulations of The University. The following additional limitations apply:

- Credit for courses in which the students earned a grade below "B" , or took a non-letter grade such as pass/fail are not transferable.
- All transfer credit must be evaluated and approved by the degree-granting program.
- To receive more than a total of six hours of transfer credit, the student must file a petition.

Section A: To be completed by the student.

Name: _____ **Student ID:** _____

UTPB Email: _____ **Phone Number:** _____

Graduate Program: _____ **Date:** _____

Section B: To be completed by the graduate advisor.

1. TRANSFER CREDIT

Institution: _____

Semester and Year Taken: _____ **Course Prefix/Number:** _____

Credits: _____ **Grade:** _____

UTPB Equivalent Course Prefix/Number: _____

2. TRANSFER CREDIT

Institution: _____

Semester and Year Taken: _____ **Course Prefix/Number:** _____

Credits: _____ **Grade:** _____

UTPB Equivalent Course Prefix/Number: _____

Section C: Signatures.

Printed Name of Student

Signature of Student

Date

Printed Name of Advisor

Signature of Advisor

Date

Submit transfer credit form to: Graduate Studies
MB 1208
4901 East University Odessa, TX
79762

Phone: 432-552-2530
Fax: 432-552-3530
Email: gradstudies@utpb.edu

Section D: To be completed by the Graduate Studies Office.

Reviewer Name: _____ **Input Date:** _____

Reviewer Signature: _____