The Graduate School
Division of Graduate Education
600 Lincoln Avenue
Charleston, IL 61920

Graduate Transfer Credit Approval

Process:

- The student obtains documentation from the transfer institution that the course meets the criteria specified below.
- The student submits the form for approval by the EIU coordinator of graduate study or program chair.
- The student submits the form for approval by the certification officer in the Graduate School.
- The student forwards official transcripts to the Graduate School upon completion of the work.

Candidate & Program Identification:

Name _____ ID# _____

EIU Degree Program _____

Local Address _____

Local Phone_____ Email _____

Step 1: Transfer Institution Verification:

Institution: _____

Institution Accreditation Agency: _____

Course _____
      Prefix Number   Title   Credit Hours

_____ An Institutional Transcript Guide (printed on the back of official transcripts) is attached and documents that the course identified is equivalent to graded graduate credit applicable to a degree program at the transfer institution, but was not applied to any degree program.

_____ The course is offered for graded credit equivalent to an "A" or "B".

_____ _____
Transfer Institution Administrator Signature & Title   Date

Step 2: EIU Degree Program Approval:

___ Approved ___ Not approved _____ EIU course being replaced with this transfer credit.

_____ _____
Program Chair or Coordinator Signature & Title   Date

Step 3: EIU Graduate School Approval:

_____ Approved for transfer credit.   _____ Not approved for transfer credit.

_____ _____
Certification Officer Signature   Date