



GRADUATE REQUEST TO STUDY AT ANOTHER INSTITUTION AND TRANSFER CREDITS

This form is used to request study at another institution and record those courses, and to request the transfer of credits taken at another institution. Fill and print before submitting to the appropriate academic unit head for signature. The student must arrange for an official transcript to be sent by the other institution directly to the Florida Tech Office of the Registrar.

Student ID # _____ Major code _____

Name _____
Last First Middle

Florida Tech email _____

Estimated graduation semester _____ Include only courses less than seven years old at time of graduation

Credit is requested for the following graduate courses ☐ Taken ☐ To be taken During _____ Term(s) _____

COURSE #	CREDITS	QUARTER/ SEMESTER	GRADE	TITLE/DESCRIPTION	INSTITUTION WHERE TAKEN	APPROVED YES/NO

I understand that I must earn/have earned a grade of B or better in each course for which I am requesting transfer credit and that I must have OFFICIAL transcripts covering the requested courses on file with the Florida Tech Office of the Registrar.

Student signature _____ Date _____

COURSE # (from above)	FLORIDA TECH EQUIVALENT		TRANSFER CREDIT GRANTED
	COURSE #	TITLE	
TOTAL TRANSFER CREDIT GRANTED			

APPROVED:

Academic unit head _____ Date _____

Graduate programs _____ Date _____

TCE office _____ Process date _____

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