

## APPLICATION FOR USE OF TRANSFER GRADUATE CREDITS

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Institution where credit was earned \_\_\_\_\_

Have you requested that a transcript be sent to the UL Lafayette Graduate School? \_\_\_\_\_

If not, please do so in order that your application can be processed.

Please list information requested below:

Course #	Title	Credit Hours	Grade	Semester /Year	Equivalent UL Lafayette Course **See Below

Source of prior approval for use of credits earned:

Name	Position	Date Approval was Granted	Evidence of Prior Approval

If prior approval was not obtained for the use of such course(s), indicate the grounds upon which you are basing your petition:

Degree Sought: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Manner in which above course(s) would fit into UL Lafayette curriculum: \_\_\_\_\_

To the best of my knowledge, transfer of these credits will be in accord with regulations of the Graduate School of the University of Louisiana at Lafayette.

SS# \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*

**THE FOLLOWING IS TO BE COMPLETED BY THE GRADUATE COORDINATOR OR DEPARTMENT HEAD:**

1. Is the institution accredited? \_\_\_\_\_
2. Does the institution regularly grant graduate degrees? \_\_\_\_\_
3. Was work clearly listed as being for graduate credit? \_\_\_\_\_
4. Was grade earned in each course B or better? \_\_\_\_\_
5. Do course(s) fit curriculum being followed here? \_\_\_\_\_

**\*\***

**TO: Graduate Coordinator/Department Head**  
 Please verify equivalent UL Lafayette course. Your initials will indicate your approval. If equivalent course is not offered, indicate such.

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

\_\_\_\_\_  
 Department Head/Graduate Coordinator

\_\_\_\_\_  
 Dean, Graduate School

**NOTE:** Unless clearly stated on transcript that the course(s) is/are for graduate credit you must support your request by a letter from the Dean of Graduate School of said University or a catalog description that plainly states that the courses(s) is/are established graduate course(s).

Distribution: Department, Student

Date: \_\_\_\_\_