



Office of Graduate Studies  
824 Chestnut Street  
116A Stamper Hall  
Jefferson City, MO 65101  
Phone (573) 681-5247  
Fax (573) 681-5106

### Approval of Graduate Transfer Credits

Complete a separate form for each graduate level course that you wish to transfer to Lincoln University and apply to meet degree requirements in your program of study. Please remember that a maximum of **9 credit hours** may be accepted as transfer credits unless the courses are being used for a support or cognate area that Lincoln University does not offer (i.e. foreign language). In that case, a maximum of 12 hours may be transferred.

**If you are currently enrolled in a graduate program of study, you must complete this form prior to enrolling in the proposed transfer course.** If you took graduate courses prior to seeking admission to Lincoln, you should complete this form as soon as possible after you are admitted to your program of study. All transfer work must be taken and completed within the five year time limit for completing the degree. Only transfer work with a grade of “B” or better will be accepted. **Upon completion of the course, an official transcript must be sent to the Graduate Office directly from the institution granting the credit.**

Student's Name/ID Number \_\_\_\_\_

Course Number and Title \_\_\_\_\_  
(attach a course description to this form)

Institution \_\_\_\_\_

Location \_\_\_\_\_  
(if course is being taken online, identify the accreditation status of the institution)

Term Taken/Will Take \_\_\_\_\_  
(if course is being taken by correspondence, indicate if it is accepted (yes/no) for graduate credit by the granting institution)

#### Approvals:

Course Equivalent to: \_\_\_\_\_ (indicate if elective)

Advisor's Signature/Date: \_\_\_\_\_

Department Head Signature and Date: \_\_\_\_\_

Graduate Dean's Signature and Date: \_\_\_\_\_

#### Complete form and return to Graduate Studies.

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##### For Office Use Only:

Official Transcript Received: \_\_\_\_\_

Credits Posted/Equated: \_\_\_\_\_