

GRADUATE COLLEGE

Request for Approval of Transfer Credits

Student Information:

Student Name _____ Date _____

Student ID Number _____ Email _____

Graduate Program _____

Guidelines:

Purpose: The Request for Approval of Transfer Credits (RATS) is used to request approval of transfer credit that was awarded from another college or university. The RATS authorizes the Graduate College to make changes to the student's degree progress report (AAR), so transfer credits can be directed to meet a previous course requirement. Please refer to the Graduate Catalog, Graduate Academic Regulations, Transfer Credits for complete policy regulations. Refer to the Graduate Catalog at: <http://graduatecatalog.boisestate.edu/>

Procedure: The student is responsible for completing and signing the RATS and forwarding to the correct Program Coordinator. **As well as attaching a syllabus for each course listed.** A list of current Graduate Coordinators can be found at the graduatecollege.boisestate.edu website under Forms, Current Graduate Coordinators. Once the Program Coordinator has signed the form it should be forwarded on to the Graduate College. When the RATS is approved by the Graduate College, the student is notified by email.

Courses to be transferred:

Indicate how each course is to be used, either as an elective or as a direct replacement for a requirement. An official transcript must be on file with the Graduate College.
Example: University of Idaho ED-551 to be used in place of Boise State University ED-CIFS 507.

University, Course Prefix, Number and Title	Credit	Grade	Semester/Year
---	--------	-------	---------------

Signatures:

Student _____ Date _____

Signature

Print name

Approved / Disapproved

Program Coordinator _____ Date _____

Signature

Print name

Graduate Dean _____ Date _____

Signature

Print name