

**REQUEST FOR TRANSFER OF CREDIT**

Transfer credit may be granted if a graduate-level course related to the student's degree has been completed with a minimum grade of "B" at a regionally accredited graduate school within six years of the student's enrollment. A course syllabus and an official transcript must be attached. Please use a separate form for each course.

Student's Name: \_\_\_\_\_ U#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student's Degree Program: MBA or MS Major: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School from which transfer credit is requested: \_\_\_\_\_

Course Title and Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Transfer of credit requested for Pace course: \_\_\_\_\_

Course Title and Number: \_\_\_\_\_ Credits: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Chairperson: Please indicate your decision and return to the department's Program Manager for processing.

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transfer Credit Approved \_\_\_\_\_

Transfer Credit Denied \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE OF STUDENT ASSISTANCE (OSA)**

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