



Office of the Registrar

**Graduate Transfer Credit Recommendation and Approval**

**Instructions for Graduate Advisor:**

- Consult Graduate Catalog for criteria for acceptance of transfer credit.
- If criteria are met, fill out this form completely indicating if course is transferring as an elective or direct equivalent to RU course.
- Sign the form.
- If you have the original, official transcripts please attach them.
- Send to Daisy Tow, Transfer Coordinator, Wabash Building 1M11C, or Paula Boettcher, Transfer Coordinator, Schaumburg 125.

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

**From:** \_\_\_\_\_, **Graduate Advisor**

**Department:** \_\_\_\_\_

**Campus Mailing Address:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**I recommended that the following course(s) taken at \_\_\_\_\_ be accepted toward the:**

**Master's Degree at Roosevelt University** (Please check one)

**Doctorate Degree at Roosevelt University**

Transfer Course Title	Prefix & Course Number	Year & Term	Sem. Hrs.	Grade	RU Dept.	Level	Exact Equivalency	Elective	Substitute For
Example: Psychology Myths	PSYC 408	200820	3	A	Psychology	G	N/A	PSYC 4xx	PSYC 406

**Signed:** \_\_\_\_\_ **Approved:** \_\_\_\_\_  
 Graduate Advisor                      Transfer Coordinator

Recorded on Student Transcript: Date \_\_\_\_\_ Initials \_\_\_\_\_