

**Northern Illinois University
The Graduate School
Transfer Credit Pre-Approval Form**

*Use this form if you have not yet reached 21 enrolled credit hours (master's students) or 75 enrolled credit hours (doctoral students).
Students who have reached these minimum hours may submit a Transfer Credit Approval Form.*

Student Name _____ Date _____

Student ID Number _____ Degree Program _____

Student Email _____

I am requesting the transfer of the following for course credit. (Up to 15 credit hours, and I may use additional sheets as needed.)

Fill Out Below

GRADUATE SCHOOL USE ONLY

Name of Institution:	Accredited Yes / No
Course Number:	Graduate Level Yes / No
Course Title:	
Credit Hours:	Semester hours Yes / No If No, will transfer as _____ credit hours
Grade:	B or above Yes / No
Semester/Year Taken:	Use of this course will expire at the end of: _____

Please Note: Transferred hours have time limitations. Courses transferred into a master's program are only valid for 6 years from when they were taken. Courses transferred into a doctoral program are only valid for 9 years from when they were taken. Transfer courses falling outside the limitation of time cannot be used in a graduate program.

Advisor Signature _____ Date _____

GRADUATE SCHOOL USE ONLY

This Transfer Credit meets criteria for acceptance toward your degree requirements at NIU, however, it will not be processed until you have reached the minimum enrolled hours (21 hours for a master's student; 75 hours for a doctoral student) at which time, you must submit an electronic Transfer Credit Approval Form.

This Transfer Credit does not meet criteria and will not be processed.

Graduate School _____ Date _____

Fill Out Below

GRADUATE SCHOOL USE ONLY

Name of Institution:	Accredited Yes / No
Course Number:	Graduate Level Yes / No
Course Title:	
Credit Hours:	Semester hours Yes / No If No, will transfer as _____ credit hours
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