

**REQUEST FOR TRANSFER OF CREDIT**

**Submit an original transcript and one copy to the Dean of the Graduate School**

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

**I.D. No.:** \_\_\_\_\_

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

**Name of School from which Courses are to be Transferred:**

\_\_\_\_\_

**Courses Number and Descriptions :**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Grades	Semester Hours	Year Taken

**Level of courses in terms of Howard University standards; i.e., 100 series (borderline for graduate and undergraduate student or 200 series – graduate students only).**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Justification:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Departmental Chairperson**

\_\_\_\_\_  
**Approved by: Chairman of the Executive Committee**

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

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