

University of Dallas
Braniff Graduate School of Liberal Arts
Request to Transfer Course Credit Form

Instructions:

See the Bulletin for limits on the amount of credits that can be transferred to your program.

If you are requesting to transfer course credit for a course for which you did not seek pre-approval, then you must include a syllabus for each course.

An official transcript must be submitted to the Braniff Graduate Office prior to this form being approved.

To ensure the form is complete before you submit it to the Braniff Graduate Office, please be sure to secure approval from your program director. His/her approval is required for any transfer course to be considered applicable to your graduate degree.

Return this completed form and relevant materials to the Braniff Graduate Office (either in person or via email). An incomplete form will not be processed. The Braniff Graduate Office will seek approval from the Braniff dean on your behalf.

Student Name: _____ Student ID: _____

Program: _____ Email: _____

List the transfer course(s) that you wish to apply toward a University of Dallas graduate degree.

External University issuing credit(s): _____

Course Title and Number: _____

Course Title and Number: _____

Course Title and Number: _____

Program Director Signature: _____ Date: _____

Braniff Dean Signature: _____ Date: _____