

**PROCEDURE FOR EVALUATION AND POSTING
OF GRADUATE TRANSFER CREDIT**

1. It is suggested that all requests for evaluation and posting of transfer credit be made IMMEDIATELY so that final graduation clearance will not be delayed because of incomplete permanent record of ineligible transfer credits.
2. The transfer courses from another recognized graduate school is limited to six semester hours for the master's degree, except when the departmental course requirement exceeds the University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional hours.
3. Transfer credit is not awarded toward the doctorate degree.
4. All transfer credit must be evaluated and recommended as graduate work by the departmental chairperson and have been completed with grades of "B" or better.
5. The department completes this form and submits it along with the official transcript(s) to the Evaluations Section. If official transcript(s) are on file in the Office of Records and Registration, then unofficial transcript(s) will be sufficient.
6. The Evaluations staff will communicate with the department concerning:
 - a. Any questions regarding ineligible courses.
 - b. Incomplete requests
7. The Evaluations Staff will send to the department a copy of the student's FSU transcript which reflects the posting of the transfer credit.