



**TEXAS A&M INTERNATIONAL UNIVERSITY**  
A Member of The Texas A&M University System

**GRADUATE STUDENTS' PETITION FOR  
TRANSFER CREDIT FROM OTHER UNIVERSITIES**

A maximum of six (6) credit hours may be transferred from another university. Transfer credit may be obtained for elective courses only.

**REQUIREMENTS:** Submit to Department Chair:

- \_\_\_\_\_ a. One copy of transcripts to indicate grade of B or higher was received.
- \_\_\_\_\_ b. Evidence that the course was an advanced graduate-level course.
- \_\_\_\_\_ c. Catalog description of the program requirements.
- \_\_\_\_\_ d. Catalog description of the particular course(s) for which transfer credit is sought.
- \_\_\_\_\_ e. Cover of the catalog.
- \_\_\_\_\_ f. Reasons why that particular elective should be included as part of the student's degree plan.

**PROCEDURE:**

1. Chair requests verification from Admissions Office that course was taken at an accredited institution with the requisite grade.
2. The chair sends the information provided (see below) to the faculty member(s) in the particular field.
3. The faculty member(s) make(s) a recommendation to the Chair, who reviews the student's petition and the faculty member's recommendation.
4. Chair makes a recommendation to the Dean who approves/denies the student's petition and informs the Admission Office and Chair of the final decision.

