



**College of Graduate Studies**  
**Graduate Admission to Candidacy**  
**Transfer Work and**  
**Course Substitutions**

College of Graduate Studies Dean's signature is not required for further processing of this form. However, departmental approval is required. Once completed, the academic department must electronically scan and submit this form to the Office of the Registrar.

Candidate Name: \_\_\_\_\_ Banner ID: A

**This form must be completed for any transfer work or course substitutions that the graduate coordinator wishes to count in the student's program of study. Transfer work will not appear until an official transcript has been received and the completed form is received in the Office of the Registrar. Course substitutions will not appear until the completed form is received in the Office of the Registrar.** Transfer courses are limited to courses with an earned grade of B or better and a total of no more than two thirds of the number of hours required for degree completion and must be approved by the graduate coordinator or advisor. Official transfer transcripts must be submitted to the Graduate Admissions Office. Please note that one-third (1/3) of the program requirements must be completed at APSU in order to meet the residency requirement for graduation.

Transfer Work						
Transfer Institution:			APSU Course Equivalency			
Course Subject	Course Number	CR Hrs		Course Subject	Course Number	CR Hrs
Course Substitutions						
Transfer Institution Course(s)			APSU Course Equivalency			
Course Subject	Course Number	CR Hrs		Course Subject	Course Number	CR Hrs
APSU Course(s)			APSU Course			

**CANDIDATE INFORMATION**

I hereby apply for Admission Candidacy for the above graduate program.

\_\_\_\_\_

**Signature of Candidate**

\_\_\_\_\_

**Current Address**

\_\_\_\_\_

**City, State, Zip Code**

\_\_\_\_\_

**APSU Email Address**

\_\_\_\_\_

**Date**

\_\_\_\_\_

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**DEPARTMENTAL APPROVAL/  
COMMITTEE ASSIGNMENT**

\_\_\_\_\_

**Printed Name of Graduate Coordinator or Academic Advisor**

\_\_\_\_\_

**Signature** **Date**

\_\_\_\_\_

**Printed Name of Committee Chair**

\_\_\_\_\_

**Signature** **Date**

\_\_\_\_\_

**Printed Name of Second Committee Member**

\_\_\_\_\_

**Signature** **Date**

\_\_\_\_\_

**Printed Name of Third Committee Member**

\_\_\_\_\_

**Signature** **Date**