



**Transfer of Credit
Master's Degree Only**

Graduate School Registrar
The Graduate School
Duke University
2127 Campus Drive, Box 90068
Durham, NC 27708

This letter is to request transfer of credits for the courses listed below to my program for meeting the requirements for the **master's** degree in the Department of _____ . I have satisfactorily completed twelve units or more of graduate study at Duke University. The courses were completed **subsequent** to my completion of the baccalaureate degree. I understand that a maximum of **six units** may be transferred to a Master's degree program at Duke.

I further understand that no credits will be counted toward my program for a course which is more than six years old at (a) the date I am awarded my Master's degree and (b) the grade for the course(s) must be B- or better. I have requested that an official transcript be sent to the Graduate School

<u>Course No.</u>	<u>Course Title</u>	<u>No. of Units</u>	<u>Grade Earned</u>	<u>School</u>
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Sincerely,

Forwarded recommending approval:

Advisor	Date
Director of Graduate Studies	Date

Student (please print name)

Student ID

The Graduate School	Date

<input type="checkbox"/>	With counterbalancing registration
<input type="checkbox"/>	Without counterbalancing registration