



ALCORN STATE UNIVERSITY
Lorman, MS 39096-7500

**Second Master's Degree Course Transfer Approval Form
(First Master's to Second Master's)**

Policy: Courses allowed for transfer from the first master's degree must be graduate courses completed with a 'B' or better, providing the hours are in a related field of study for the second master's degree. On the recommendation of the program advisor, students may transfer up to the following credits from the first master's into the second master's degree program.

- 30 – 33 semester hour programs, no more than 9 approved hours
- 36 – 60 semester hour programs, no more than 12 approved hours

This is a request to transfer the following graduate level courses from the first master's degree to the second master's degree:

Form Must Be Typed:

Name: _____ ASU ID# _____

Degree Program: _____ Concentration: _____

Transfers – Complete this section to transfer courses only.

Course No.	Title

Transfer(s) & Substitution(s) – Complete this section for courses to transfer and substitute only.

Course to Transfer		Course Required	
Transfer Course No.	Title	FOR Course No.	Title

Must provide an explanation below of reason for substitution(s): May attach additional page if needed.

Recommended by:

Advisor: _____

Date: _____

Chairperson: _____

Date: _____

Dean: _____

Date: _____

Approved:

Graduate Studies Administrator: _____

Date: _____