

**ABOUT THIS FORM**

This form is intended for use by Advanced Dual Degree program students who have submitted and received confirmation of their transition to the graduate portion of their program, and who are requesting official transfer of graduate credits taken during the undergraduate portion of their ADD to their new graduate student record. The graduate ADD Advisor will review, sign, and forward the completed form to the Registrar ([registrarassist@rowan.edu](mailto:registrarassist@rowan.edu)) for processing.

**PART I: STUDENT INFORMATION** *(to be completed by student)*

First name:	Last name:
Rowan ID#:	Birthdate (mm/dd/yyyy):
Rowan email address:	

**PART II: TRANSFER OF GRADUATE CREDITS EARNED AS UNDERGRADUATE STUDENT**

*(to be completed by student and approved/verified by graduate ADD Advisor)*

Term and Year (ex: Fall 2016)	Subject & Course # (ex: SPED 08360)	Course Title	Credits	Official Grade	Registrar confirm of grade on date/by
<i>Total Credits (cannot total more than 12 for most programs):</i>					

**PART III: STUDENT REQUEST FOR TRANSITION TO GRADUATE PROGRAM & SIGNATURE**

*(to be completed by student)*

**Official Student Request & Signature:** *By my signature below, I am requesting an official transfer of my graduate credits, taken while an undergraduate, to my new graduate record. I understand that while the credits will transfer to my graduate record, the grades will not, nor will the grades be factored into my graduate GPA as they are treated as transfer credit with a grade of TR.*

*I confirm that by submitting this form, all of my final grades have posted to my official Rowan University transcript.*


		
<i>Student Name</i>	<i>Signature</i>	<i>Date</i>

**PART IV: GRADUATE ACADEMIC ADVISOR APPROVAL FOR TRANSFER CREDIT**

*(to be completed by advisor)*

*By my signature below, I confirm that the courses listed in the chart above should double-count for the undergraduate and graduate ADD degrees, and be transferred to the graduate record for the student provided that a grade of "B" or better was earned for each course.*

*I confirm that by approving this form, all of the student's final grades have posted to their official Rowan University transcript.*

		
<i>Graduate ADD Advisor Name</i>	<i>Signature</i>	<i>Date</i>

Questions and completed forms can be sent to [registrarassist@rowan.edu](mailto:registrarassist@rowan.edu).