

Complete this form only if you are requesting to transfer credit from graduate coursework into this program.

This form must be returned in order for your transcripts to be evaluated.

The following steps provide applicants the opportunity to receive an UNOFFICIAL transcript review from the Office of Adult and Graduate Studies. This UNOFFICIAL review can be used to determine transfer credits you may receive for coursework completed at another university or college.

NOTICE: This process is only available for applicants who provide readable copies of transcripts. Transfer credits must be unencumbered having not been counted towards a previous degree, and must take the place of a course in the cohort sequence, as determined by the Education Department. Carson-Newman accepts up to nine (9) semester hours of graduate credit from a regionally accredited college or university towards completing the MAT, MEd, and EdS degrees and up to twelve (12) credits towards the EdD degree. Awarding of transfer credits occurs after OFFICIAL, sealed transcripts containing the transfer credits for consideration are received, and you are fully admitted to the university.

1. Submit a copy of your transcript(s) or official, sealed transcript(s)
2. Please complete the information and Transfer Course Grid below

NOTE: A course description or syllabus MUST be provided for each course you wish to transfer. An incomplete form or failure to provide required documents will result in delay or denial of credit transfer requests.

Full Name First Last Middle

Address Street City State Zip Code

Home Phone **Work Phone** **Cell Phone**

Email Address **Degree Program**

Location **Start Date**

Substitution Requested					CNU Requirement <small>(Office use only)</small>		
Course Name & Number	School Transferred From	Semester Taken	Credits	Grade	Course Name & Number	Credits	Approved <small>(yes or no)</small>

Advisor Signature **Date**

Department Chair/Coordinator **Date**

Substitution Recorded **Date**

Mail or fax this form along with a course description or syllabus for any courses that you would like considered for transfer credit to:



Graduate Programs
 Adult and Graduate Studies Admissions
 Carson-Newman University, C-N Box 72025
 1646 Russell, Ave., Jefferson City, TN 37760



adult@cn.edu



(865) 471-2013
 Attention: Adult & Graduate Studies