
Date

Associate Dean
The Graduate School
Duke University
127 Allen Building

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. I have requested that an official transcript be sent to the Graduate School

<u>Course No.</u>	<u>Title</u>	<u>No. of Units</u>	<u>School</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sincerely,

Forwarded recommending approval:

Student (please print name)

Advisor Date

Address

Director of Graduate Studies Date

Approved:

With counterbalancing registration

The Graduate School Date

Without counterbalancing registration

