

Course Transfer Pre-Approval for the **MS Plan of Study**

Master students may transfer up to **12 graduate credit hours** with approval from the Division and the Graduate School. Only credits from U.S. Institutions will be accepted. Research hours and individual study courses CANNOT be included.

Student Name (Last, First): _____ Major Professor: _____ LSU ID: _____

STUDENT INSTRUCTIONS:

1. List course numbers and names exactly as they appear on the transcript. Attach copy of transcript.
2. For each course, attach copy of **original syllabus** in the original language, AND an English translation certified by an appropriate authority. Student prepared syllabus' will not be accepted.
3. Provide the LSU suggested equivalent course, **if known**. (Seek advice from major professor).
4. Bring form and syllabus to prospective* faculty member to evaluate, provide feedback and/or LSU course equivalent (*Seek advice from major professor, if needed).
5. Submit completed form and all supporting documents to the ECE Graduate Program Office for GSC approval signature.

FACULTY INSTRUCTIONS:

1. Write in your suggested/approved equivalent course number (include department for non EECS courses)
2. For courses with no full equivalents, use special topics courses numbers (EE 7X00, EE 4X00, etc).
3. SIGN and PRINT name in the far right columns

FOR FACULTY USE ONLY

Dept	Crs No.	Course Title	University	Credits	Grade	Suggested Equiv. Dept/CrsNo	Faculty Notes	Approved LSU Equiv Dept/Crs #	LSU Faculty Signature	Faculty PRINTED NAME VERY IMPORTANT

_____ Student's Signature _____ Date _____ Major Professor's Signature _____ Date _____ GSC/Grad Advisor **APPROVAL** Signature _____ Date _____

◆ After GSC approval, student must complete the Graduate School "MS Transfer Credit" form to have coursework officially transferred to LSU