Request to Transfer
Part of the Last 60 Hours for a Degree
Missouri University of Science and Technology
Office of the Registrar

FROM THE MISSOURI S&T STUDENT ACADEMIC REGULATIONS: “An undergraduate student may be granted an earned degree only if he/she completes the last 60 hours toward the degree in residence at Missouri S&T. A student may, with departmental approval, take up to 15 of this 60 hours off campus. If the student wishes to exceed 15 hours (of the last 60) taken off campus, the student must obtain approval from the Vice Provost and Dean of the student’s college depending upon recommendation of the student’s department chair.”

I hereby request permission to take the following course(s) at ______________________________ during the ______________________________ semester.

Courses: __________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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__________________________________________________________________________________

Reason: __________________________________________________________________________

NOTE: This form is not to be used as a course evaluation. See the Registrar’s Office Course Equivalency. A course description or syllabus may be required.

Date: _______________ Student Signature: __________________________

Student ID __________________________ Print Name: ______________________

Scholastic Records to Date:
“F” Grades in ____________________________________________________________
Previous substitutions and waivers: __________________________________________

Missouri S&T Credit Hours Attempted: ________________ Missouri S&T GPA: __________

Recommended by Advisor __________________________ Date ______________________

Approved by Major Department Chair __________________________ Date _____________

*Approved by Vice Provost and Dean __________________________ Date _____________

*NECESSARY ONLY IF MORE THAN 15 HOURS WILL BE TRANSFERRED

PLEASE RETURN TO OFFICE OF THE REGISTRAR

White – Registrar’s Office
Yellow – Department
Email – Student

Revised: 09/15/2015