



Office of the Registrar
Rains Hall
T: 706-446-1430
Email: jagtrax@augusta.edu

Office of Academic Admissions
Benet House
T: 706-737-1632
Email: admissions@augusta.edu

Graduate Course Transfer Authorization Form

Please complete the form below to transfer credit to a graduate degree program.

Student Information

Student Name:	Student ID:	Expected Graduation Date:
Degree:	Major:	Concentration: (if applicable)

Course Information

Was this course completed at Augusta University?

- Yes – Complete Section 2 Only
- No – Complete Section 1

Is this transfer course a direct equivalent to a course at Augusta University?

- Yes – Complete Section 1 Only
- No – Complete Section 1 & 2, then submit to both offices for processing.

If this course is a transfer course, list the course description below.

Section 1--Submit to The Office of Academic Admissions: admissions@augusta.edu

Institution Name	Course to be Transferred (Subject/Number/Course Title)	Semester/Year the course was taken	Grade	Credit Hours	Equivalent AU Course (Subject/Number/Course Title)

Section 2--Submit to Office of the Registrar's Office: jagtrax@augusta.edu

Required AU Course (Subject/Number/Course Title)	Area of Substitution (Major Requirement)	Course to be Substituted (Subject/Number/Course Title)	Grade	Credit Hours	Semester/Year the course was taken

Required Signatures

Approve	Deny	Program Director (Major)	Printed Name	Date
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Remarks:

Approve	Deny	Course Director (Major)	Printed Name	Date
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Remarks:

Approve	Deny	Academic Dean (Major)	Printed Name	Date
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Remarks:

Approve	Deny	Dean/Associate Dean (TGS)	Printed Name	Date
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Remarks: