NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Internal Course Substitution/Course Level Change Request

GRADUATE

Full Name _____ _____
Last *First* *MI*

Student ID Number _____ Student email Address _____

Major/Major Code _____

Guidelines for Internal Transfer of A&T Credit or Course Level Change

1. Consult p. 47—49 the Catalog on the School of Graduate Studies website (www.ncat.edu/grad) at "Graduate Catalog" for information on qualifying credits prior to completing this form.
2. Only courses with earned grades of "B" or above can be transferred/changed.
3. The courses transferred/changed must be graduate level courses.
4. Graduate courses taken while a student is classified as undergraduate can be transferred only if they were not used to meet undergraduate degree requirements, or masters for doctoral requirements. The program must certify to this in writing on an attached page.

The student should fill out the next section and submit it to the Program/Department for approval.

Course # and Title of Desired A&T Graduate Course to Subsitute/Level Change	Current Course Level (GR or DR)	Credit Hours

Student's Signature _____ Date _____

Note to Department: The program must certify #4 above in writing on an attached page. Complete the section below and return to School of Graduate Studies Gibbs 120.

Course # and Title of Desired A&T Graduate Course for Substitution/Level Change	Credit Hours	A&T Degree Equivalent Graduate Course	Final Course Level (GR or DR)

Department Chairperson's Signature _____ Date _____

Request Approved ☐ Request Denied ☐

School of Graduate Studies Dean's Signature _____ Date _____

Processed by _____ Date Processed _____