

TRANSFER CREDIT APPEAL

Request to take courses at another institution during final semester

Graduation and Completion of Transfer Credit

Official transcripts for all transfer credit must be received by the first day of class in which the student expects to graduate. The first day of class for each semester is listed in the Academic Calendar. Failure to submit official transcripts in a timely fashion during the student's final semester may result in the student's degree being awarded in a subsequent semester. All students are encouraged to do a final graduation audit with an academic advisor in the department of their major at least one year prior to graduation to ensure that all transfer credit has been received, and if appropriate, applied to their degree plan. (2016-2017 Undergraduate Catalog)

If you will be completing degree requirements at another college or university in your final semester, you must submit this form to your Academic Advisor, along with a copy of your class schedule from the other institution showing pending courses. Please allow five business days after receipt for processing. We will notify you by email when your appeal has been approved.

DATE: _____ STUDENT NAME: _____ STUDENT ID: _____

E-MAIL: _____@JAGUAR.TAMU.EDU PHONE NUMBER: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

DEGREE: _____ MAJOR(S): _____ GRADUATION TERM/YEAR : _____

WHY ARE YOU TAKING THIS COURSE AT ANOTHER INSTITUTION IN YOUR FINAL SEMESTER? (RESPONSE REQUIRED)

STUDENT ACKNOWLEDGEMENT: I understand and agree that if I do not provide unofficial and official transcripts to Texas A&M-San Antonio by the deadlines posted on the Graduation Services website, my graduation will be denied. I will be required to reapply for graduation for a subsequent term and pay an additional graduation fee. Deadlines can be found at www.tamusa.edu/graduationservices. If you will be unable to complete all of your degree requirements by the end of the term for which you have applied, please withdraw your application for graduation, using the form at www.tamusa.edu/graduationservices.

STUDENT SIGNATURE: _____ DATE: _____

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| OFFICE USE ONLY | |
| Notes: _____ | |
| Approved: <input type="checkbox"/> | Denied: <input type="checkbox"/> |
| Academic Advisor Signature: _____ Date: _____ | |
| Date of Registrar Notification to Student: _____ | |