



## TRANSFER CREDIT REQUEST

**Doctor of Education in Leadership, Learning and Educational Change**  
Missouri State University  
College of Education

### Purpose & Instructions

The **Transfer Credit Request** form is completed by the student in collaboration with the student's program advisor(s) to specify previously completed courses that will be applied to the student's current plan of study as earned requirements. It is recommended that this form be completed by the end of the first semester after the student's admission to the program, or before 12 hours of graduate coursework have been completed, whichever occurs first. For more information, please visit: <https://education.missouristate.edu/EdD/transfer-credit-policy.htm>.

### Section 1: Student Information

<b>Last Name:</b>		<b>First Name:</b>	
<b>M Number:</b>		<b>Bear Pass:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Specialized Area of Interest #1:</b>		<b>Semester/Year Enrolled:</b>	
<b>Specialized Area of Interest #2:</b>		<b>Anticipated Hours Required for Degree:</b>	
<b>Graduate Certificate:</b>		<b>Anticipated Semester of Graduation:</b>	

### Section 2: Accepted Transfer Courses

Transfer Course Information <small>List course information as it appears on official transcript</small>								Missouri State Course Information <small>List course information as it appears in graduate catalog</small>			
Type	Institution Name	Subject/Prefix	Number	Course Title	Semester	Grade	Credit Hours	Subject	Number	Course Title	Credit Hours

#### Type Codes

Course or PLA applied to previously earned degree  
DI = Internal (course completed at MSU)  
DE = External (course completed at another institution)  
DP = Prior Learning Assessment (PLA)

Course or PLA NOT applied to previously earned degree  
I = Internal (course completed at MSU)  
E = External (course completed at another institution)  
P = Prior Learning Assessment (PLA)

### Section 3: Advisor(s) Signature

<b>Primary Advisor Printed Name:</b>		<b>Primary Advisor Date:</b>	<b>Secondary Advisor Printed Name:</b>		<b>Secondary Advisor Date:</b>
<b>Primary Advisor Signature:</b>			<b>Secondary Advisor Signature:</b>		