



# **Doctor of Education**

## Admission Application

**NOVA SOUTHEASTERN UNIVERSITY**  
Enrollment Processing Services (EPS)  
Fischler School of Education and Human Services  
3301 College Avenue  
P.O. Box 299000  
Fort Lauderdale, Florida 33329-9905



Enrollment Processing Services (EPS)  
Attn: Fischler School of Education and Human Services  
3301 College Avenue  
P.O. Box 299000  
Fort Lauderdale, Florida 33329-9905

## Doctor of Education Admission Application

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### Application Instructions

1. Complete the admission application packet and submit with a \$50 nonrefundable application fee made payable to Nova Southeastern University (NSU). The admissions packet should be addressed to

Nova Southeastern University  
Enrollment Processing Services  
Attn: Fischler School of Education and Human Services  
3301 College Avenue  
P.O. Box 299000  
Fort Lauderdale, Florida 33329-9905

2. Include with your application or send separately the following documents:
  - a. official transcripts from all previously attended postsecondary institutions
    - An official Master's degree transcript from a regionally accredited institution with a minimum 3.0 GPA.
    - If you have earned a degree at a school that is not accredited by one of the regional or International accrediting associations/universities, please refer to the Alternative Admission Requirements.
  - b. two professional letters of recommendation by two individuals who can attest to your ability to succeed in a doctoral program\*
  - c. test score report showing that you received a raw score of 37 (scaled score 391–396) on the Miller Analogies Test (MAT) or a combined score of 1000 on the verbal and quantitative sections of the Graduate Record Examination (GRE)—the test must have been taken within the past five years.\* **Applicants that do not meet the minimum recommended test score are not required to submit additional information or retake the exam to be considered for admission.**
  - d. personal statement of goals\*, found in this application on page 8
  - e. submit appropriate Transfer of Credit form, if applicable

#### For non-native English speakers

Applicants who have indicated a language other than English as their primary language on their application form will need to demonstrate English Language proficiency. This can only be done by submitting any one of the following:

- TOEFL score: 79
- IELTS score: 6.0
- SAT Verbal score: 480
- GMAT score: 450
- Academia 2 certificate from NSU's Language Institute
- High School diploma or GED issued in the U.S.
- College Level Freshman English course passed with a grade of C or better
- GRE score (Verbal and Quantitative): 1000

#### For international applicants

Applicants taking classes in certain Fischler School international clusters may be exempt from submitting MAT, GRE, and TOEFL scores. Please contact the Fischler School Office of Student Services at (954) 262-1546 regarding requirements for your international cluster.

Thank you for applying to Nova Southeastern University's Fischler School of Education and Human Services. If you have any questions, please call 800-986-3223, ext. 21546.

\*Non-degree applicants are exempt from these admission requirements.

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## Alternative Admission Requirements

If you have earned a degree at a school that is not accredited by one of the regionally or internationally accrediting associations/universities, you must submit the following information and documentation to petition for admission into a Fischler School of Education and Human Services program at NSU.

### Alternative One

Submit an admission application packet and include a \$50 non-refundable application fee payment payable to NSU.

1. Send an official, course-by-course evaluation, with cumulative GPA, by one of the member organizations approved by the National Association of Credential Evaluation Services (NACES) available at [www.naces.org/](http://www.naces.org/).
  - If the evaluation is not favorable, (i.e., does not indicate equivalency to a master's degree) applicants must complete the Career Portfolio. The portfolio must demonstrate academic and pedagogical growth appropriate for consideration into the applicant's academic goal. The Career Portfolio Guide is available at [www.schoolofed.nova.edu/sso](http://www.schoolofed.nova.edu/sso).

Send the portfolio and a \$350 non-refundable portfolio evaluation fee made payable to NSU to the following address:

Nova Southeastern University  
Fischler School of Education and Human Services  
Office of Student Services—Admissions Department  
1750 NE 167th Street  
North Miami Beach, FL 33162-3017

### Alternative Two

1. Submit an admission application packet and include a \$50 non-refundable application fee payment payable to NSU.
2. Send evidence of an official license from one of the approved organizations below:
  - The National Board of License for Teachers and Principals (NBL)
  - Continuing Teachers License from Merkos Linyonei Chinuch International Board of License(MERKOS)
3. Submit the Career Portfolio. The portfolio must demonstrate academic and pedagogical growth appropriate for consideration into the applicant's academic goal. The Career Portfolio Guide is available at [www.schoolofed.nova.edu/sso](http://www.schoolofed.nova.edu/sso).

Send the portfolio and a \$350 non-refundable portfolio evaluation fee made payable to NSU to the address above.

### Alternative Three

1. Submit an admission application and include a \$50 non-refundable application fee payment payable to NSU to the address above.
2. Send an official transcript from one of the following institutions:
  - Binah Institute
  - Brock University
  - College of the Bahamas
  - Dalhousie University
  - GC Foster College of Physical Education
  - Institute of Management and Production
  - Jamaican Theological Seminary
  - McMaster University
  - Northern Caribbean University
  - Talpiot College
  - The University of Alberta
  - The University of British Columbia
  - The University of Guelph
  - The University of Guyana
  - The University of Ontario
  - The University of Ottawa
  - The University of Technology
  - The University of Toronto
  - The University of Victoria
  - The University of Windsor
  - The University of the West Indies (all campuses)
  - York University

\*Note: The institutions listed above are subject to change without prior notification.



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To complete the admission process, please submit a nonrefundable, \$50 application fee and include your Social Security number on the check or call 800-541-6682, ext. 25200, with your credit card information. Also, please note, you will be charged the \$50, nonrefundable application fee for each application submitted to our institution. If you prefer to complete an online application, please visit our Web site at [www.nova.edu/admissions](http://www.nova.edu/admissions) and click on Admissions.

Please retain a copy of the application for your records.

### Biographical Information

Please print in dark ink.

**Name:**

Prefix First Middle Initial Last/Family

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Suffix (if appropriate) Maiden Name (if appropriate)

Do you have educational materials at NSU under another name, Social Security number, or ID?  Yes  No

If yes, what ID \_\_\_\_\_

**How did you learn about NSU? Please check all that apply.**

- Friend/Colleague/Relative
- NSU Employee
- NSU Student or Graduate
- Direct Mail
- TV or Radio Commercial
- SREB Electronic Campus
- eArmyU
- Web Site (specify)
- Newspaper (specify)
- Information Meeting (where)
- Conference (specify)
- Magazine (specify)
- Other (specify) (e.g., adviser)

### Mailing Address

Street

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City U.S. State, Territory, or Canadian Province ZIP/Postal Code

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Nation

Is your permanent address the same as the address above?  Yes  No

### Permanent Address

Street

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City U.S. State, Territory, or Canadian Province ZIP/Postal Code

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Nation

### Business Address

Name of Company

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Number and Street City

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County State Country ZIP Code

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Telephone Cellular/Pager

**FOR NSU USE ONLY**



Primary Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ International Access Code (if applicable)  
Permanent Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ International Access Code (if applicable)  
Cell Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ International Access Code (if applicable)

Email Address \_\_\_\_\_

The university is required to collect the following information to comply with federal reporting requirements of the U.S. Department of Education. The collected information will not be used in any discriminatory manner.

Social Security Number \_\_\_\_\_

NSU ID# \_\_\_\_\_  
(If known)

Birth Date \_\_\_\_\_  
(mm/dd/yyyy)

Gender  Female  Male

**Race**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Other Asian not listed            | <input type="checkbox"/> White                 |
| <input type="checkbox"/> Asian Indian              | <input type="checkbox"/> Native Hawaiian/Pacific Islander  | <input type="checkbox"/> I decline to respond. |
| <input type="checkbox"/> Filipino                  | <input type="checkbox"/> Native American or Alaskan Native | <input type="checkbox"/> Other _____           |
| <input type="checkbox"/> Chinese                   | <input type="checkbox"/> Japanese                          |  |
| <input type="checkbox"/> Korean                    | <input type="checkbox"/> Thai                              |  |

**Ethnicity**

- Mexican  Puerto Rican  Other Hispanic or Latino  I decline to respond.

**Citizenship**

- U.S. Citizen  Foreign (nonstudying in the U.S.)  
 Resident Alien  I decline to respond.  
 Nonresident Alien

What is your nation of citizenship? \_\_\_\_\_

If you are an international student and will be studying at one of our U.S. locations, what will your Visa status be?

- Student Visa  Dependent  Other Visa Type \_\_\_\_\_  
Indicate Visa Type

Is English your native language?  Yes  No If no, documentation of English literacy is required.

**Military/Veterans Information**

Are you a U.S. active-duty military service member?  Yes  No

Are you a spouse/dependent family member of a U.S. active-duty service member?  Yes  No

If "Yes" to either of the two questions above, what military branch of service is your affiliation? \_\_\_\_\_

What is the anticipated active-duty discharge date of the military service member? \_\_\_\_\_

Are you a U.S. military veteran?  Yes  No If a U.S. veteran, please indicate your veteran category.

- Vietnam Veteran  Other Eligible Veteran  Both Vietnam Veteran and Other Eligible Veteran

Are you eligible for veteran's benefits?  Yes  No If yes, under which law?

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## Academic Background

All official transcripts/documents are required from the applicant for ALL previously attended institutions for FULL admittance.

List ALL specific college academic institutions (in chronological order beginning with most recent) you have, are, or will attend prior to NSU matriculation.

Name of Institution	City	State or Country	Major	Degree	Approx. # of Credits Earned	Start and End Date (or expected end)

Have you ever been required to leave any college or denied readmission because of conduct or academic deficiencies?  Yes  No If yes, please explain.

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**Term Start Date/Delivery Option**

Expected starting term:  Fall  Winter  Summer

Year: \_\_\_\_\_

Preferred delivery option (check one):  Online or  Blended (Select the Preferred Instructional Site)

**Alabama**

- Birmingham
- Huntsville
- Mobile

**Arizona**

- Phoenix

**California**

- Los Angeles

**Florida**

- Daytona
- Fort Lauderdale
- Fort Myers/Cape Coral
- Jacksonville
- Lakeland
- Melbourne
- Miami/Kendall
- Miramar
- North Miami Beach
- Orlando
- Osceola County

- Pensacola
- Tallahassee
- Tampa
- Vero Beach
- West Palm Beach

**Georgia**

- Atlanta
- Cartersville
- Macon

**Illinois**

- Chicago

**Louisiana**

- Baton Rouge
- Lake Charles
- Shreveport

**Massachusetts**

- Boston
- Springfield

**Missouri**

- Kansas City
- St. Louis

**Nevada**

- Las Vegas

**New Jersey**

- Trenton

**Pennsylvania**

- Bucks County
- Chambersburg
- Johnstown
- Pittsburgh
- Williamsport

**South Carolina**

- Charleston
- Columbia

**Texas**

- Dallas

**Virginia**

- Danville
- Lawrenceville
- Norfolk
- Richmond
- Roanoke
- Tidewater

**Washington**

- Seattle

**International Locations**

- Belize
- Carolina, Puerto Rico
- Columbia
- Costa Rica
- Kingston, Jamaica
- Korea
- Malaysia
- Mexico
- Monterrey, Mexico
- Nassau, Bahamas
- Santo Domingo, Dominican Republic

Other: \_\_\_\_\_

Field Associate, if known: \_\_\_\_\_

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## Academic Goal

Choose *Doctor of Education* (one concentration and one minor or two concentrations) or *Certificate of Advanced Graduate Studies (CAGS)* (one concentration or one minor).

**Doctor of Education**

**Certificate of Advanced Graduate Studies (CAGS)**

### Concentrations

- Educational Leadership
- Health Care Education
- Higher Education

- Human Services Administration
- Instructional Leadership
- Instructional Technology and Distance Education

- Organizational Leadership
- Reading Education
- Special Education
- Speech-Language Pathology

### Minors

- Adult Educational
- Applied Behavior Analysis
- Autism
- Brain-Based Leadership
- Charter School Educational Leadership

- Community College Leadership
- Conflict Resolution
- Curriculum Development
- Early Childhood

- Gerontology
- Human Resource Development
- School Business Leadership
- Urban Education

**Non-degree Seeking**

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## Declarations

### Employment Statement of Understanding

Applicants must work or have access to professional field(s) appropriate to their academic programs. For example, an applicant to the higher education concentration must be in a position to do scholarly work in a postsecondary institution.

Initial here: \_\_\_\_\_

### Certification Waiver

I understand that the doctor of education degree does not lead to specific professional certification or state licensure. I further understand that this applies to all concentrations in the Doctor of Education Program, which includes Educational Leadership, Health Care Education, Higher Education, Human Services Administration, Instructional Leadership, Instructional Technology and Distance Education, Organizational Leadership, Special Education, and Speech-Language Pathology. However, I do want to be considered for admission.

Initial here: \_\_\_\_\_

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova Southeastern University's Fischler School of Education and Human Services.

Initial here: \_\_\_\_\_

### Please note the following statements.

1. I declare that the above information, to the best of my knowledge, is complete and accurate. I have read and I understand the requirements, policies, and procedures stated in the catalog, and I agree to abide by all the rules and regulations of this graduate program and Nova Southeastern University.
2. I give Nova Southeastern University permission to publish and use any photos in which I appear that may be taken during class or other university activities.
3. I understand that all required official and final documents must be received within 90 days from the start of the term for which I am enrolling. If my documents are not received by the end of this 90-day period, I understand the following will apply until my student status is changed to "fully admitted."
  - a. Further attendance will be disallowed.
  - b. Financial aid will not be disbursed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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**Additional Questions**

**Is this your first time applying to NSU?**  Yes  No If no, to what program(s) have you applied?

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**Will this be your first time attending NSU?**  Yes  No If no, in which program(s) have you enrolled?

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**Are you an NSU employee or a dependent of an NSU employee**  Yes  No

**Please indicate participation in any special programs (e.g., Finance Academy or Broward Leaders) or honors membership (e.g., Phi Theta Kappa):**

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**What is the highest level of education attained by your father?**

- Grammar School       Middle/Junior High School       High School  
 College or Beyond       Other/Unknown       Not Applicable

**What is the highest level of education attained by your mother?**

- Grammar School       Middle/Junior High School       High School  
 College or Beyond       Other/Unknown       Not Applicable



**Note: Please be certain to read the following disclosure and sign the application for further processing. No application will be processed without your signature.**

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### **Disclosure Statement:**

Have you ever been convicted in any state or country of a criminal offense, other than a minor traffic offense, where you have been found guilty by a judge or jury or entered a plea of nolo contendere (no contest); or any juvenile offenses; any offenses where the records have been expunged; or any conviction that the applicant is currently appealing, regardless of adjudication?

Yes     No

If the answer is yes, please explain. \_\_\_\_\_

\_\_\_\_\_

The disclosure is a continuing duty. All applicants must report to Nova Southeastern University (NSU) any such arrest or conviction after the filing of the application for admissions or during the time that the student is enrolled at the college. The admissions committee and NSU will consider new information submitted, and in appropriate circumstances, may change the status of an applicant or student.

Permission is hereby given to NSU to make any necessary inquiries and I voluntarily and knowingly authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents, or any other person or entity making a written or oral request for such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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### **Notices of Nondiscrimination and Accreditation**

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, and Title IX), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: 404-679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

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### **Acknowledgment Statement**

I have read and understood the instructions. I certify that the information submitted in this application is complete and correct to the best of my knowledge. False and/or omitted information will invalidate this application and could result in rejection of the applicant or dismissal from the university if the applicant has already been admitted. Permission is hereby given to NSU to make any necessary inquiries and I voluntarily and knowingly authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I agree that this information may be used by Nova Southeastern University for research and development purposes aimed at improving education and admissions programs.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

08-102-09DBB



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## Recommendation for Admission Doctor of Education

**TO THE APPLICANT:** This form should be completed by a professional colleague who can provide information regarding your job performance. You must submit this recommendation form as part of the admission process.

Please complete this portion of the recommendation form before giving it to your source of reference. Pursuant to the Family Education Rights and Privacy Act (Buckley Amendment) enacted on December 31, 1974,  
 I DO  I DO NOT waive the right to inspect and review this completed recommendation.

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Applicant's name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

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Street address \_\_\_\_\_ Apartment \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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Social Security number \_\_\_\_\_ Program \_\_\_\_\_ Cluster \_\_\_\_\_ Date \_\_\_\_\_

Employer (or institution/organization) \_\_\_\_\_

**TO THE EVALUATOR:** Please do not complete this form if the waiver above has not been completed and signed by the applicant.

1. The applicant's most significant strength is \_\_\_\_\_
2. I have known the applicant for \_\_\_\_\_ years. The applicant has been a member of my staff for \_\_\_\_\_ years.  
I have known this person:  Well  Slightly
3. In my opinion, the applicant's potential for success in a doctoral program of studies is  
 Good  Average  Poor
4. In my opinion, the applicant has the ability to effectively complete an institutional or organizational research project.  Yes  No
5. I have observed the applicant's work on institutional or organization projects and find the project(s)  
 Good  Average  Poor

SS# \_\_\_\_\_ Name \_\_\_\_\_

- 6. The applicant works effectively with administrators or supervisors at his/her institution or organization.  
 Yes  No
- 7. The applicant has been involved in innovative projects at his/her institution or organization.  Yes  No
- 8. I have observed the applicant's interpersonal skills to be.  Good  Average  Poor
- 9. The applicant is capable of conducting research and completing an applied dissertation as a requirement in the doctoral program  Yes  No

Additional comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have read the information above and understand that the applicant will be required to complete the practicum research projects as a requirement in the doctoral program.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Evaluator's Signature

\_\_\_\_\_  
 Institution or Organization

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Department

Please return to: Nova Southeastern University  
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## Request for Official Transcript

Student: Complete both sections of this form. Mail to your former schools.

Please send an official transcript of my academic work while attending your institution to Nova Southeastern University. Return the form below to Nova Southeastern University.

- A. I attended your school from \_\_\_\_\_ to \_\_\_\_\_
- B. While in attendance, my name on your records was \_\_\_\_\_  
Last First Middle/Maiden
- C. My student identification number was \_\_\_\_\_
- D. I am enclosing the fees (if any) required by your institution.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
Signature

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**Dear Alma Mater: Please return this form with the transcript. Thank you.**

### Transcript Transmittal Form

Social Security number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle/Maiden

Address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State ZIP

Please send to: Nova Southeastern University  
Enrollment Processing Services (EPS)  
Attn: Fischler School of Education and Human Services  
3301 College Avenue  
P.O. Box 299000  
Fort Lauderdale, Florida 33329-9905

SS# \_\_\_\_\_ Name \_\_\_\_\_



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 Fax: (954) 262-3601

## Transfer of Credit Request

Instructional Site \_\_\_\_\_ or  Online

Date \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_ Last First Middle/Maiden

Address \_\_\_\_\_

\_\_\_\_\_ Street

\_\_\_\_\_ City State ZIP

Social Security number \_\_\_\_\_

Email address \_\_\_\_\_

**NOTE:** Applicants must file for this transfer review at the time of application.

Name of courses and number of credit hours requesting to be transferred. (*Official transcripts and catalog description of courses must be attached to request.*) Identify the course title in the program that you wish the transfer credit to replace.

Title of Transfer Course(s)	Number of Credit Hours	Title of Replacement Course(s)	Number of Credit Hours

SS# \_\_\_\_\_ Name \_\_\_\_\_