

Please complete this form **ONLY** if you are seeking to transfer credit from **graduate coursework** into this program and meet the following criteria:

- **Graduate-level courses from other institutions submitted after starting this program will not be considered for transfer credit.**
- A maximum of 6 semester hours of graduate-level credit will be transferred.
- Coursework must have been taken within the last three (3) years prior to admission to Concordia University Texas' M.Ed. program.
- The student must have earned a grade of "B" or better in the courses considered for transfer credit.
- Coursework transferred in must equate to coursework required in Concordia University Texas' M.Ed. program as evaluated by the College of Education.
- The student must select a Concordia University Texas course he/she believes is an equivalent course based on course descriptions found in the Concordia University Texas catalog on the university's website at [Schedules, Calendar, Catalog](#)

PLEASE NOTE: You must submit detailed course descriptions and/or course syllabi along with this form. Actual credit for courses will not be awarded until your official, sealed transcripts are received along with course descriptions, and you are fully accepted to the university. Transfer credit consideration will not be granted after the admission deadline. After submission of this form, please anticipate a two-week turnaround time for results.

Email, Fax or Mail this form, along with copies of your graduate transcript(s) and course descriptions/syllabi, to:

Email: admissions@concordia.edu

Mail: Concordia University Texas, Office of Admissions Processing
11400 Concordia University Drive, Austin, Texas 78726

Name: _____
Last *First* *Middle*

Phone: _____ Email Address: _____

Program for which you are applying: _____

Off-campus cohort location: _____

Name and Course Number from Previous University	Concordia University Texas Equivalent Course
_____	_____
_____	_____

If you are requesting evaluation of more than two courses please include the name, course number, previous university name, and the equivalent Concordia University Texas course name on a separate page and attach to this request. Please note: a maximum of 6 semester hours of graduate level course work will transfer.

Signature Statement:

I, the undersigned, wish to request a review of my graduate coursework, understanding no coursework over five years will be considered, reflected on my transcript(s) from:

Name of Institution

Years Attended

Name of Institution

Years Attended

Student Signature

Date