

Undergraduate to Graduate Course Transfer Form



New Mexico Tech Graduates Only

Students who have completed their bachelor's degree at New Mexico Tech and are continuing to pursue a graduate degree may be allowed to use courses not counted towards their undergraduate degree toward a graduate degree. To have upper-division (300 and above) courses with a grade of B or better copied (with grades) to your graduate transcript, complete the following form.

Student Information

Name: _____ Date: _____

Student ID: _____ Graduate Program: _____

Course Listing

Course Name: _____ Grade: _____
Department: _____ Course Number: _____ Term Taken: _____

Course Name: _____ Grade: _____
Department: _____ Course Number: _____ Term Taken: _____

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Department: _____ Course Number: _____ Term Taken: _____

Course Name: _____ Grade: _____
Department: _____ Course Number: _____ Term Taken: _____

Course Name: _____ Grade: _____
Department: _____ Course Number: _____ Term Taken: _____

Additional courses are to be submitted on an attached sheet, initialed by the Student and Academic Advisor

Student Signature: _____ Date: _____

Graduate Academic
Advisor Signature: _____ Date: _____

Submit this completed form to the Center for Graduate Studies

Center for Graduate Studies Use Only

Graduate
Dean Signature: _____ Date: _____

Registrar Signature: _____ Date: _____