



Request to Transfer Part of the Last 60 Hours for a Degree

Missouri University of Science and Technology
Office of the Registrar

103 Parker Hall
300 West 13th Street
Rolla, MO 65409-0930
Phone: (573) 341-4181
fax: (573) 341-4362
registrar@mst.edu
http://registrar.mst.edu/

FROM THE MISSOURI S&T STUDENT ACADEMIC REGULATIONS: "An undergraduate student may be granted an earned degree only if he/she completes the last 60 hours toward the degree in residence at Missouri S&T. A student may, with departmental approval, take up to 15 of this 60 hours off campus. If the student wishes to exceed 15 hours (of the last 60) taken off campus, the student must obtain approval from the Vice Provost and Dean of the student's college depending upon recommendation of the student's department chair."

I hereby request permission to take the following course(s) at _____
_____ during the _____ semester.

Courses: _____

Reason: _____

NOTE: This form is not to be used as a course evaluation. See the Registrar's Office Course Equivalency. A course description or syllabus may be required.

Date: _____ Student Signature: _____

Student ID _____ Print Name: _____

Scholastic Records to Date:

"F" Grades in _____

Previous substitutions and waivers: _____

Missouri S&T Credit Hours Attempted: _____ Missouri S&T GPA: _____

Recommended by Advisor _____ Date _____

Approved by Major Department Chair _____ Date _____

*Approved by Vice Provost and Dean _____ Date _____

***NECESSARY ONLY IF MORE THAN 15 HOURS WILL BE TRANSFERRED**

PLEASE RETURN TO OFFICE OF THE REGISTRAR