

BANKING COURSE FORM
HANDWRITTEN FORMS WILL NOT BE ACCEPTED



TO: College of Graduate Studies
Director of Doctoral Studies or Dean of College _____
Department Chair _____

Sometimes a Master's/Ed.S-level student may earn more graduate courses than are required for their current degree program. Those extra courses, if they qualify, may later be used to satisfy coursework requirements for a future equivalent or higher level degree. When this is the case, the student can request that those extra course(s) be "banked" toward their future degree program. Banking courses does not guarantee admission into the future degree program, or, if admitted, that the student's current advisory committee will approve the course as part of the student's degree program credit hours.

Course Information

Term/Year	Subject	Course #	Grade	Credit Hours

T# _____ Current Degree Program: _____

Last Name First Name Middle Name

Credit used to satisfy the requirements of one (1) degree cannot be used to satisfy the requirements of another degree.

Banking Courses toward a Ed.S or 2nd Masters, Ed.S program:

If a student lacks not more than 12 semester credits on their current degree program, the student may accumulate a maximum of nine (9) semester credits to be counted toward the future degree program provided the student (i) has been approved for tentative admission, (ii) has a departmentally approved program of study, and (iii) fulfills all requirements for the degree within two (2) consecutive semesters.

Banking Courses for Ph.D program:

If the student lacks no more than 12 semester hours on their current Ed.S or Master's degree, he/she may accumulate a maximum of nine (9) semester hours which may be applied toward the future Ph.D degree. When this is the case, the student's advisory committee must initiate approval with consensus of the departmental chairperson, dean of the college, and the College of Graduate Studies.

Advisory Committee Approval:

Chair

Members

College of Graduate Studies Designee: _____ Date _____