



Office of the Dean

**Approval to Transfer Hours within the Last 30 hours**

\*Advisor MUS verify that all transfer credits approved below will be posted to the TTU system PRIOR to the student’s graduation date.

Date: \_\_\_\_\_ GRADUATION DATE: \_\_\_\_\_

Name: \_\_\_\_\_ R#: \_\_\_\_\_

Major: \_\_\_\_\_ Transfer Term: \_\_\_\_\_

Course: \_\_\_\_\_

School: \_\_\_\_\_

Depart. Approval (signature): \_\_\_\_\_

Dean Approval (signature): \_\_\_\_\_

Dr. Annette Hernandez Uddameri, Assoc. Dean for Undergraduate Studies

Points to Consider:

- A maximum of 80 hours from community colleges or 90 hours (which includes 10 upper division hours) from a 4-year institution though all hours may not be degree applicable.
- A minimum of 40 credit hours must be taken at the upper division from Texas Tech.
- If concurrent enrollment is sought, the total number credit hours from both TTU and the transfer hours must not exceed 19 hours per long semester.
- You MUST verify to your advisor that all transfer credits that are approved will be posted to the TTU system prior to your graduation date; otherwise you will need to change your graduation date to the following semester.