

Memorandum

To: Graduation Office, Registration and Records

From: Clifford Mirman, Technology Department

Date:

Re: Approval to trade previously granted transfer hours, Senior transfer credit and concurrent approval

The following student has college approval to trade previously granted community college hours, from _____ Community College. These original hours should be cut for excess community college hours in order to add additional community college work beginning with the _____ semester and any subsequent semesters at _____ Community College. *Senior Transfer Credit* and *Concurrent Enrollment* are also approved for all coursework in these semesters.

STUDENT NAME

SOCIAL SECURITY NUMBER

DEPARTMENT APPROVAL

COLLEGE APPROVAL

