

Application to Transfer Credit From Another Institution

**GRADUATE
SCHOOL
and RESEARCH**

Graduate School

Western Carolina University
109 Cordelia Camp Building
Cullowhee, NC 28723-9022

Please read WCU Graduate School policy on transfer of credit on the next page. If completed by hand, print clearly in blank ink.

Name:

Student ID:

Email Address:

Student Information:

Admitted to DEGREE Status in Department of:

Date:

Hours previously transferred to degree program:

This form must be accompanied by an **Official** transcript and proof that the course(s) is/are applicable to a comparable degree at other institutions.

Transfer Institution	Course Prefix & No.	Course Title	Grade	Hours	Term	WCU Equivalent

Student's Signature:

Date:

Advisor's Signature:

Date:

Department Head's Signature:

Date:

Graduate School Dean's Signature:

Date:

If action is not recommended, please explain:

Summary of Graduate School Policy on Transfer of Credit

Transfer credit refers to any credit transferred to WCU from another institution.

Policies regarding transfer credit vary according to the graduate program. Based on the sliding scale below (total number of hours in the graduate program) graduate students may transfer in hours (with a grade of B or better) with approval of the Program Director.

- 30-39 hours (up to 6 hours)
- 40-49 hours (up to 9 hours)
- 50+ hours (up to 12 hours)

Depending on the graduate program, students may transfer six to twelve semester hours of graduate credit earned with grades of B or better. Students should consult with the academic advisor to determine the specific number of transfer hours allowed in a program. Up to 9 hours (with a six year time limit) may be counted in meeting the requirements in two different graduate programs and degree programs. Requests for transfer of credit already earned are made as soon as is feasible when the student is accepted into degree status. Courses accepted for transfer credit must (1) be appropriate to the student's program and be approved by the student's advisor, department head, and graduate dean (2) be completed within the six-year limit for course work applicable toward the degree, and (3) have been offered by a regionally accredited institution for graduate credit.

Graduate students who have been admitted to Graduate School may enroll at other regionally accredited graduate-level institutions for coursework which is applicable to their programs provided they have obtained advance permission from their advisor(s) and the dean of Graduate School and Research. Forms are available from the Graduate School. Such course work cannot exceed the six-hour maximum for transfer credit. Students should note that while courses may be transferred into a degree program, grades earned at other institutions are not transferred and therefore are not counted toward a student's GPA.