



Request to Transfer Credit from Another Institution

This form should be completed by the student in consultation with his/her academic advisor.

Student's Last Name Student's First Name 920 Student ID#

Catamount Email Address Graduate Degree Program

____ I am requesting **pre-approval** of a course(s) I plan to take in _____
semester year

Will this course be completed in your term of graduation? YES NO

____ I am requesting approval for a course(s) I have already completed.

Name of Transfer Institution

NOTE: Please submit separate requests for each transfer institution.

- To transfer individual courses for credit, please list the proposed courses below
- NOTE: "Elective" is not sufficient as a WCU Course Equivalent. You **MUST** include a WCU course prefix and number.
- Attach a copy of the *official transcript* from each institution to verify completion of the course(s) requested for transfer **UNLESS** the transcript is already on file with the Graduate School.
- For pre-approval requests, student must send an official transcript from the institution **after** the course has been completed in order for credit to be awarded.

	Transfer Course Prefix/Number	Transfer Course Name	Credit Hrs __Sem __Quar	=	WCU Course Equivalent Prefix/Number	WCU Course Name	Transfer Hours
Ex.	Eng 600	Poetry	3		Engl 650	Poetry Writing	3
1.							
2.							
3.							

Departmental Checklist

1. Does this request exceed the transfer limits described in the Graduate Catalog? YES NO
2. Is the transferring institution regionally accredited? YES NO
3. Did the student earn a B or better in the courses from the transfer institution? YES NO Pre-approval
4. Have the transfer courses been earned within the last six years? YES NO
5. Have you included catalog course descriptions for both the transfer course and the WCU equivalent course? YES NO

SIGNATURES

Student Printed Name Student Signature Date

Advisor Printed Name Advisor Signature Date

Department Head Printed Name Department Head Signature Date

Graduate Dean/Designee Printed Name Graduate Dean/Designee Signature Date

Transfer Course Description 1

WCU Course Equivalent Description 1

Transfer Course Description 2

WCU Course Equivalent Description 2

Transfer Course Description 3

WCU Course Equivalent Description 3

You may either copy and paste course descriptions into the text boxes above or attach course descriptions in separate documents. Transfer requests submitted without course descriptions will be returned

FOR GRADUATE SCHOOL DEAN/DESIGNEE	FOR GRADUATE SCHOOL OFFICE
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> If pre-approval, student must earn a B or better in the course. Official transcript must be received in order for credit to be awarded. <input type="checkbox"/> Course is in term of graduation. COMMENTS:	Processed by _____ Date _____ Notified by _____ Date _____ Registrar notified by _____ Date _____