REQUEST FOR TRANSFER OF GRADUATE CREDIT

Student Name __________________________________________ _______________________________________________________________________

Last First

WCU I.D. # __________________________ E-mail_______________________________

Credits to be transferred from____________________________________________________________

Course(s) Abv/num __________________________________________

Course Title(s) __________________________________________

Year(s) Taken __________________________________________

Credits __________________________________________

NOTE:
The course(s) for transfer must be graduate level and earned at an accredited graduate school.

The maximum number of credits that may be transferred shall not exceed 30% of the total required for completion of the student’s degree program, rounded to the next highest three-credit increment.

When the course(s) is(are) completed and graded, an official graduate transcript indicating a grade of “B” or better, must be submitted to The Graduate School before any final transfer of credit will be approved and posted. Paper transcripts can be mailed to The Graduate School, 102 W. Rosedale Avenue, West Chester, PA 19383 and electronic transcripts can be sent to gradschool@wcupa.edu.

TRANSCRIPT: should be on file with the Graduate School was ordered on (date)_______

COURSE CATALOG DESCRIPTION or SYLLABUS: is attached was emailed to gradschool@wcupa.edu

Transfer of credit will not be processed unless both the official transcript and course description are received.

*** Required Course(s) __________________________________________ Or Specify WCU course numbers

___ Elective Credits __________________________________________ Specify WCU course numbers

Transfer Recommended by: ___________________________ Date

Department Chair or Graduate Coordinator

Transfer Approved by: ___________________________ Date

Dean of The Graduate School

This form can be submitted from your WCU email address to gradschool@wcupa.edu or dropped off at McKelvie Hall (102 W Rosedale Ave, West Chester, PA 19383).