

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_\_

**\*\*Please review the Graduate Transfer Credit Policy on the back of this form\*\***

I am requesting to transfer the following graduate credits into my Wheelock graduate program.

Name of College/University \_\_\_\_\_

Course #	Course Title	Credits	Date Completed	Grade
<input type="checkbox"/> Elective Credits	<input type="checkbox"/> Program Requirement _____ <b>Graduate Review Board Approval Required</b> <b>Course Department Approval _____</b>			

Name of College/University \_\_\_\_\_

Course #	Course Title	Credits	Date Completed	Grade
<input type="checkbox"/> Elective Credits	<input type="checkbox"/> Program Requirement _____ <b>Graduate Review Board Approval Required</b> <b>Course Department Approval _____</b>			

**This request cannot be processed without an official transcript either attached or on file.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by (signature required):

Academic Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Divisional Dean: \_\_\_\_\_ Date \_\_\_\_\_

GRB (specific requirements only) \_\_\_\_\_ Date \_\_\_\_\_

Registrar: \_\_\_\_\_ Date \_\_\_\_\_

### Graduate Transfer Credit Policy

Graduate students may transfer up to 6 graduate credit hours for courses successfully completed at other accredited institutions of higher education by:

- Obtaining and completing the Transfer of Credit form available at the Office of Academic Records and Registration;
- Obtaining the written approval of the student's advisor;
- Submitting course description(s) of the courses successfully completed at the other institution for review by the appropriate Academic Dean or designee; and
- Submitting to the Registrar an official transcript issued by the other institution.

Transfer credits will not be awarded for classes that are taken pass/fail. No credits will be transferred unless the graduate student received a grade of B or higher in the course. Usually courses transferred from other accredited institutions will be considered elective credit, only by petition to the Graduate Review Board, a course may be used to fulfill a required course. Credits completed more than 6 years prior to the date of admission will not be accepted.

2013-2014 Student Handbook