



The Graduate School

102 W. Rosedale Avenue, West Chester, PA 19383
Ph: 610-436-2943 Fx: 610-436-2763 E: gradschool@wcupa.edu
www.wcupa.edu/grad

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: _____
Department Chair or Graduate Coordinator Date

Transfer Approved by: _____
Dean of The Graduate School Date

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).