



TRANSFER OF GRADUATE CREDIT (save and submit to gradstudy@wcupa.edu)

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:

An Official Graduate Transcript indicating the grade of "A" or "B" (or equivalent) must be on file in the Office of Graduate Studies before any transfer of credit will be approved. A course catalog description or syllabus must also be submitted. 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. The courses for transfer must have been earned at an accredited graduate school.

TRANSCRIPT: _____ should be on file in Graduate Studies Office _____ was ordered on (date) _____

COURSE CATALOG DESCRIPTION: _____ is attached _____ was emailed to gradstudy@wcupa.edu

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

_____ Required Course(s) _____
Or Specify W.C.U. course numbers

_____ Elective Credits _____
Specify W.C.U. course numbers

Transfer Recommended by: _____
Department Chair or Graduate Coordinator Date

Transfer Approved by: _____
Dean of Graduate Studies Date