

FAIRMONT STATE UNIVERSITY GRADUATE STUDIES

REQUEST FOR TRANSFER OF CREDIT

Name: _____ ID No. _____

Address: _____
(Number and Street) (City) (State and Zip Code)

Telephone: (____) _____ Email Address: _____

Degree: C.J. M.A.T M.S. M.B.A. H.S.

M.Ed. Concentration: _____

Transfer credit is subject to the following rules and regulations of the Office of Graduate Studies and the Graduate Studies Council.

- A student may transfer **up to twelve semester hours** of graduate work completed at another accredited institution and apply these toward a graduate degree.
- Transfer credit requires the approval of the Graduate Program Director and the Vice President of Research and Graduate Studies.
- Official transcripts for credit must be attached or on file with the Office of Graduate Studies before transfer credit can be approved. Attach a copy of the catalog course description and/or syllabus for each course.
- Courses without letter grades (graded credit, satisfactory, pass) **must** be accompanied by official evidence that such grades equated to a B or better at the institution at which they were earned. A minimum grade of B and "pass/satisfactory" may be transferred.
- All graduate transfer credit must have been earned at an accredited graduate college or university and may **not** be utilized to fulfill a requirement for any other degree.
- Students seeking transfer credit must have full admission status to graduate study and be in good academic standing at both Fairmont State University and the school in which the credits were earned.
- All transfer credit must be taken within the time limitations on course work that are applied toward master's degree requirements.
- Credit taken after admission to FSU must be approved by the student's Graduate Advisor **prior** to enrollment.

Course #1

College or University	Course #	Course Title	Credits	Date Taken	Grade
<i>Comparable FSU Course</i>					

Comments: _____

Course #2

College or University	Course #	Course Title	Credits	Date Taken	Grade
<i>Comparable FSU Course</i>					

Comments: _____

Course #3

College or University	Course #	Course Title	Credits	Date Taken	Grade
<i>Comparable FSU Course</i>					

Comments: _____

Course #4

College or University	Course #	Course Title	Credits	Date Taken	Grade
<i>Comparable FSU Course</i>					

Comments: _____

Student's Signature: _____ Date: _____

- Course #1 **Recommended** **Not Recommended**
- Course #2 **Recommended** **Not Recommended**
- Course #3 **Recommended** **Not Recommended**
- Course #4 **Recommended** **Not Recommended**

Program Director's Signature: _____ Date: _____

Comments: _____

 Approved **Not Approved**

Vice President for Research and Graduate Studies' Signature: _____
 Date: _____

Comments: _____

Completed By: _____ Date: _____