

# 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:  M.Ed.     M.A.T     M.S.     M.B.A.

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

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 Dean of 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.
- 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 regular admission 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 towards 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**

Graduate Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_