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 Fairmont State University 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 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

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

Comments: __________________________________________________________________________

______________________________________________________________________________________
### Course #2

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**Comparable FSU Course**

Comments: ________________________________________________________________________________
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### Course #3

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**Comparable FSU Course**

Comments: ________________________________________________________________________________
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### Course #4

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**Comparable FSU Course**

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

Director of Graduate Studies Signature: ____________________________ Date: __________

Graduate Studies ◊ 210 Hardway Building ◊ (304) 367-4098 ◊ gradstudies@fairmontstate.edu

04/17/2014