

Application for Graduate Transfer Credit Form

Graduate credit for coursework taken at other institutions is not automatically granted. Students must initiate the transfer credit process by submitting a written request that transfer credit be granted. This form must be used for this purpose and **should be submitted at the time of application.**

Graduate transfer credit may be awarded for appropriate coursework completed at other institutions according to the following university guidelines:

- Only graduate work completed at regionally accredited graduate-level institutions may be accepted.
- Each graduate program determines the number of graduate credits earned at other institutions that may be applied toward the degree offered by the program.
- Ordinarily, no more than nine hours completed elsewhere will be accepted as applicable to graduate degrees granted by the university.
- Only graduate work evaluated by the awarding institutions with a letter grade of A or B may be accepted as applicable toward university graduate degrees.
- Graduate work completed at other institutions must have been completed within three calendar years of anticipated initial enrollment to be considered applicable to university graduate degrees.
- Only graduate coursework from other institutions that is essentially the same in content as the university coursework for which transfer credit is being sought will be accepted for graduate credit.

Student's Name: _____
(please print or type)

Institution at which coursework submitted for transfer credit was taken	Course Number Year	Course Title	WWU Course #

Documentation necessary for the accurate assessment of coursework submitted for transfer credit must be attached to this form. At a minimum, a university catalog description or a course syllabus of the coursework is required. Other documentation may also be required.

Signature

Date