



Graduate Studies Transfer Credit Request Form

Student Name: _____ **Student ID#** _____ **Phone:** _____

Address: _____ **City** _____ **State:** _____ **Zip:** _____

I request the following courses be accepted to fulfill requirements for the Master's Degree Program in _____.
 My anticipated graduation term is: _____.

 Student Signature

 Date

Institution where course was taken	Term/year	Identification of course: Dept, Course number and Title	grade	Number of Credits		Course to be entered on UWS transcript: Dept name & Course number	Number of UWS credits	Advisor approval	
				sem	qtr			Y	N

1. Attach syllabus(syllabi) for course(s) you are requesting to transfer to UWS and submit to your advisor for approval
2. If the transfer is approved, you must provide an official transcript to the Graduate Studies Office, Swenson Hall, Room 3061.
3. Any course transferred in must carry a letter grade of B or better; Pass/Fail grades are not accepted for transfer.
4. You will be notified when the transfer has been completed.

Advisor: Indicate your decision per course above, sign below and forward to the Graduate Studies Office, Swenson Hall, Room 3061.

 Advisor Signature

 Date

 Program Coordinator Signature

 Date

Comments: