Office of the Registrar

SHEPHERD UNIVERSITY *Graduate Programs*
TRANSFER APPROVAL FORM
Permission/Approval to Take Graduate Courses at Another Institution

Shepherdstown, WV 25443

Student's Name_____ Shepherd ID Number_____

Mailing Address_____

Graduate Program _____

_____

Expected Graduation Date_____

Shepherd email_____@rams.shepherd.edu

Semester Entered Shepherd_____

COMPLETE THESE INSTRUCTIONS BEFORE TAKING A GRADUATE COURSE AT ANOTHER INSTITUTION.

1) Complete the information above.
2) Enter the name of the institution, starting and ending dates, and the title of the course to be taken below.
3) Present form to the Office of the Registrar for completion of academic data.
4) Obtain the signature of the Graduate Coordinator for the program offering the equivalent Shepherd course.
5) Obtain advisor's signature of approval.
6) Return form to the Office of the Registrar for final approval. This form is valid only for the approved course(s) if taken within the starting and ending dates designated below. The permission/approval expires at the ending date.
7) Present a copy of this form to the institution (the registrar's office) at which you enroll. *Request that a transcript with your final grades for the approved course(s) be sent to:* Office of the Registrar, Shepherd University, Shepherdstown, WV 25443

Academic policies regarding transfer courses to be counted in a graduate degree program:

- ✓ A student must be in good academic standing (GPA≥3.00).
- ✓ A Shepherd graduate course for which a grade of D, F, or W was received may not be repeated elsewhere.
- ✓ Only graduate courses from accredited institutions of higher education may be transferred to Shepherd.
- ✓ A maximum of 9 graduate semester hours may be transferred toward a graduate degree at Shepherd.
- ✓ The last six hours of coursework before graduation must be completed at Shepherd.
- ✓ A GPA deficiency earned at Shepherd University cannot be made at another institution.

For more information, see the current Shepherd University Catalog. **Written requests for exceptions to academic policies must be directed to the Graduate Council.**

Name of Institution _____ Start Date _____ End Date _____

Transfer Courses			Comparable Shepherd University Courses			Shepherd University Approval
Course Subj/ Number	Course Title	Cr. Hrs.	Course Subj/ Number	Course Title	Cr. Hrs.	Graduate Coordinator (of comparable SU course)

_____ ___/___/___
Advisor's Approval* Date

*If not approved, please state your rationale for denial.

_____ ___/___/___
*Graduate Coordinator/Advisor's Signature Date

REGISTRAR'S OFFICE COMPLETES THIS SECTION.

INSTITUTIONAUOVERALL GPA _____
TRANSFER HOURS _____
CUMULATIVE HOURS _____
COURSE REPEAT/WITHDRAWAL _____
DATE & INITIALS _____

_____ ___/___/___
Registrar's Signature Date

☐ Approved ☐ Disapproved

_____ ___/___/___
Dean of Graduate Studies' Signature Date

Updated 6/26/2014