



## Transfer Credit Request Form rev. 11.15.22

Please read carefully before completing this form.

Transfer credits are awarded based on a standard administrative review process. Transfer credits are only awarded if they were earned from institutions of higher learning accredited by a body recognized by the U.S. Department of Education or the Council of Higher Education Accreditation. Non-U.S. institutions must have an accepted foreign equivalent at an institution listed in the International Handbook of Universities. No more than 6 graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a MA degree. An official transcript evaluation will be performed to determine the number of transfer credits that will be granted for previous academic work. Transfer credits accepted from other institutions are assigned grade points according to WCIU's grading system. The University reserves the right to determine the acceptability and relevance of degrees and credits earned at other institutions. Note: WCIU does not award credit for experiential learning.

Students who wish to transfer credits:

- Must have earned a grade of B or higher for the course to be considered for credit transfer.
- Must have completed the course within the last ten years.
- Must have an official transcript from the transfer institution mailed directly to the WCIU Office at the address listed at the bottom of this form.
- Must provide any additional information or materials required by the review committee, including the course syllabi or course descriptions in the catalog.
- Must email a completed Transfer Credit Request Form to WCIU at: **registrar@wciu.edu**

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

WCIU Program of Study: \_\_\_\_\_

Institution	Course Number & Name	Credits (indicate semester/ quarter)	Grade	WCIU Equivalent	Approval (Institutional only)

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit the completed form to registrar@wciu.edu**