

Global Engagement Office 320 Mitchell Hall, West Chester, PA 19383

WCU ID#					
Required					

Phone:

The Graduate Shool

102 West Rosedale Ave, West Chester, PA 19383

REQUEST FOR TRANSFER OF GRADUATE CREDIT - PRE APPROVAL

This form is for currently enrolled graduate students who are considering taking a course(s)at a college or university other than WCU for possible transfer of credit to their WCU Graduate degree requirement. The pre-approval transfer of credit form must be submitted before taking the course (s).

The following criteria apply:

Student Name:

- A course will not transfer if it has already been completed or failed at West Chester University.
- Graduate students must receive a "B" or better for the course to be transferred in
- All transfer courses must be taken for a letter grade but only course credits, not the grade, will transfer to WCU.
- Pre-Approved courses must be Graduate level and posted on a transcript from an accredited College or University
- Course description or syllabus must be submitted
- Once course is completed, student must submit an official paper or electronic transcript
 Transcript submitted at time of application ______ Transcript ordered on (date) _____
- Total transfer credits (domestic and international) cannot exceed 30% of the total credits required for the student's program

Program:

Student Sig	nature:		Email:			Date:	_
Name of Visi	ting College/U	niversity:					
Term (Select	t one): \Box	Fall	\square Winter	□ Sprii	ng 🗆 Summer	Year:	
Course Number (ex: FRE 501)	Course Title (ex: French Bus Cult)	Credits	WCU Course Equivalency	Credits	Signature of WCU Dept. Chair or Graduate Coordinator Responsible for the Subject Area	Signature of Graduate Dean (or designee)	Date
						abus may be required for	

Dept. Chair or Graduate Coordinator Signature is required for all equivalencies and a syllabus may be required for evaluation purposes.

This form can be submitted from your WCU email address to gradschool@wcupa.edu or dropped off at McKelvie Hall (102 W. Rosedale Avenue, West Chester, PA 19383.

For Center for International Programs Use	For Graduate Studies Use		
□ Student File in Study Abroad Completed □ Type of program: WCU/WCU Exchange Affiliate program Non-WCU/Non-Affiliate program	□ Transcript received by GEO − Scanned into OnBase ———————————————————————————————————		
Processed by Date			