



**Office of Graduate Studies and Professional Development
School of Education
Application for Transfer Credits**

Students who have been admitted to a master's degree program at UW-Stevens Point and who wish to take a course at another institution and have it transferred into their degree program at UWSP must use this form to obtain approval to apply transfer credits to their degree program. All course work, with the exception of up to nine credits, must be completed at UWSP.

Within the nine credit limit, credit for a course completed at another institution may be transferred to UWSP and applied toward a graduate degree provided (1) the course is appropriate for the student's proposed graduate degree program at UWSP, (2) the institution offering the course is regionally accredited at the graduate level, (3) the course appears as a graduate course on the student's graduate transcript from the institution offering the course, (4) the course is applicable toward a graduate degree at the institution offering the course, (5) the course is not a correspondence course, nor is it taught in a format less rigorous than that for UWSP courses*. and (6) the student earned a grade of at least B (3.00) for the course. You may not transfer credit taken by correspondence and/or mass media courses, or at extension divisions outside the UW- System. Continuing Education Units (CEU's) are not equivalent degree credits and are not transferable.

*UWSP courses shall not be offered for more than one credit per week. There should be a minimum of 13 1/3 class hours plus the provision for at least 32 hours of student preparation and other extra class activity per credit.

| | | | |
|--|--|------------|--|
| TO BE COMPLETED BY THE STUDENT: (Please type) | | Date | |
| Student's Name | | Student ID | |
| Address | | | |
| City/State/Zip | | | |

This form must be completed for each course for which a request for transfer is made.

| | |
|--|---|
| Institution offering requested course: | |
| Term to be taken: | <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year, 20 _____ |

| | | | | | | | |
|-----------------------|--|--------------------------------|--|---------------|--|---------------|--|
| Course # | | Title | | | | | |
| Credits to be earned | | Credits requested for transfer | | | | | |
| Meeting location | | | | | | | |
| Meeting dates & times | | | | | | | |
| Start date | | End date | | # of meetings | | Meeting times | |

Attach the following documents:

1. Photocopy of catalog course description
2. Course syllabus (if available)
3. Verification that the course is a graduate course
4. Verification that the course is applicable to the graduate program at the institution offering the course.

Request that the registrar of the above institution send an official graduate transcript directly to the following address:
School of Education-Office of Graduate Studies and Professional Development,
Room 438, College of Professional Studies,
UWSP, Stevens Point, WI 54481-3897

TO BE SIGNED BY THE STUDENT:

I hereby attest to the accuracy of this information. I realize that this course must satisfy the UWSP requirements for transfer of credits as listed above.

Signature

Date

Although graduate courses taken prior to admission to a degree program may be considered, students are strongly encouraged to obtain approval for transfer credits PRIOR to taking courses at other institutions.

To ensure time for evaluation of prior approval request, this form (and the supporting documents) must be received in the School of Education – Office of Graduate Advising and Professional Development, at least one month before the beginning of the course to be transferred.

Director of Graduate Studies (Check one)

This course is appropriate for the student's graduate degree program and will count for ___ Credits

This course meets the requirements for: _____

Conditions, if any (Attach additional explanation if necessary):

This above course is not appropriate for the student's graduate degree program.

Director of Graduate Studies

Date

FOR OFFICE USE ONLY:

From an institution regionally accredited at the graduate level
Taken for graduate credit
Applicable to graduate degree at institution offering the course
Format as rigorous as for UWSP courses
Not a correspondence course
Fits within student's 9-credit limit

cc: Student
Registration & Records
Graduate Advising Binder

You are required to have an official transcript for this transfer course submitted upon completion of the course. Report cards or transcripts stamped "Issued to Student" are not acceptable.

Approved: Graduate Council 11/19/92

DOC/GRTRNFRM
(Revised 5/97)