

Student's Name _____

Shepherd ID Number _____

Mailing Address _____

Graduate Program _____

Shepherd email _____@shepherd.edu

Expected Graduation Date _____

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 \geq 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 6 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 up at another institution.

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

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 Signature

_____/_____/_____
Date

Graduate Committee Action

Approved Disapproved

Dean of Graduate Studies' Signature

_____/_____/_____
Date

REGISTRAR'S OFFICE COMPLETES THIS SECTION.	
INSTITUTIONAL/OVERALL GPA	_____
TRANSFER HOURS	_____
CUMULATIVE HOURS	_____
COURSE REPEAT/WITHDRAWAL	_____
DATE & INITIALS	_____