Office of the Registrar                                                         Shepherdstown, WV  25443

## SHEPHERD UNIVERSITY
## TRANSFER APPROVAL FORM
Permission/Approval to Take Courses at Another Institution

Student's Name _____    Shepherd ID Number _____

Mailing Address _____    Semester Entered Shepherd _____

_____    Expected Graduation Date _____

Degree_____    Major_____    Minor_____    Teaching Field _____

**COMPLETE THESE INSTRUCTIONS BEFORE TAKING A COLLEGE COURSE(S) AT ANOTHER INSTITUTION**

1) Complete the information above, enter the name of the institution, start and end dates, and the title of the courses to be taken below.
2) Present form to the Registrar's Office for completion of academic data.
3) Obtain the signature of the Shepherd University Department Chair that offers the equivalent Shepherd course.
4) Obtain advisor's signature of approval.
5) Return form to the Office of the Registrar for final approval.  This form is valid only for the approved course(s) taken within the start and end dates designated below.  The permission/approval expires at the end date.
6) 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, P.O. Box 5000, Shepherdstown, WV  25443.**

**Transfer approval is subject to the following conditions:**
  ✓   **No Shepherd University D or F grade can be replaced by an equivalent transfer course.**
  ✓   **Only courses from regionally-accredited institutions of higher education may be transferred to Shepherd University.**
  ✓   **A maximum of 72 transfer semester hours from accredited two-year institutions may count toward undergraduate graduation requirements.**
  ✓   **The last twelve hours of coursework before graduation must be completed at Shepherd University.**
  ✓   **A GPA deficiency earned at Shepherd University cannot be made up at another institution.**

For more information, see "Graduation Requirements" & "Courses Taken at Other Institutions" in the current Shepherd University Catalog.
**Exceptions to any of these policies must be petitioned through the Admissions and Credits Committee for final action.**

_____    _____    _____
        **Name of Institution**                                            **Start Date**                                   **End Date**

List a course in the left column that you wish to transfer to Shepherd University.  List the equivalent Shepherd University course in the middle column.

| Transfer Courses | | | Comparable Shepherd University Courses | | | Shepherd University Approval |
|---|---|---|---|---|---|---|
| Course Subject / Number | Course Title | Cr. Hrs. | Course Subject/ Number | Course Title | Cr. Hrs. | Department Chair Signature* (not required for RBA degree candidates) |
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|  |  |  |  |  |  |  |

_____    __/__/__
                    Advisor's Approval                                     Date

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

_____    __/__/__
                    Registrar's Signature                                   Date

**Admissions & Credits Committee Action**
☐ **Approved**          ☐ **Disapproved**

_____    __/__/__
                    A & C Chair's Signature                                 Date

Revised 06/06/16