

Student's Name _____

Shepherd ID Number _____

Mailing Address _____

Major/Minor/Degree _____

Expected Graduation Date _____

Semester Entered Shepherd _____

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) if 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, Shepherdstown, WV 25443*

Academic policies regarding transfer courses to be counted in a degree program:

- ✓ **A student must be in good academic standing (GPA \geq 2.00)**
- ✓ **A Shepherd course for which a grade of D, F, or W was received may not be repeated elsewhere.**
- ✓ **Courses in the major, minor, or teaching field cannot be taken at another institution without special permission.**
- ✓ **Only courses from accredited institutions of higher education may be transferred to Shepherd.**
- ✓ **A maximum of 72 transfer semester hours from accredited two-year institutions may count toward graduation requirements.**
- ✓ **The last twelve hours of course work 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 "Graduation Requirements" & "Courses Taken at Other Institutions" in the current Shepherd University Catalog. **Written requests for exceptions to academic policies must be directed to the Admissions and Credits Committee.**

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 Subj/ Number	Course Title	Cr. Hrs.	Course Subj/ Number	Course Title	Cr. Hrs.	Department Chair Signature* (not required for RBA degree candidates)

Advisor's Approval*_____
Date***If not approved, please state your rationale for denial.**_____
*Department Chair/Advisor's Signature_____
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