

# WINTHROP UNIVERSITY

## APPROVAL TO TRANSFER GRADUATE CREDIT

Name \_\_\_\_\_ CWID \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Winthrop may credit toward a graduate degree 9 semester hours of graduate work, or up to 30% of the program, from another accredited graduate institution upon approval of the appropriate advisor and academic dean. (An additional 3 semester hours or up to 10% of the program may be transferred, at the discretion of the advisor and academic dean.) **Transfer of credit must be approved in writing by the student's adviser and academic dean for inclusion in the student's official program of study; the equivalent Winthrop course level is verified in the Office of Records and Registration. After a student has entered a graduate program at Winthrop, permission from the adviser and academic dean is required prior to the student's enrolling in transfer course(s).** Official copies of transcripts must be submitted and evaluated before any transfer credit will be officially accepted. Certain courses submitted for transfer may not be considered equivalent to specified Winthrop program requirements even though course titles may be the same.

A graduate student may not transfer credit earned at another institution while he or she is on academic probation at Winthrop or is academically ineligible to return to Winthrop. Credits earned at other institutions may be transferred if a grade of S or a B or better has been earned, the granting institution is accredited, and the institution would allow the course to be used in one of its graduate degrees. Transfer credits are not used in computing the student's cumulative grade-point average. Transfer credits will not appear in the degree audit until the graduate student has achieved Graduate Degree (G) status in a specific degree program. Extension courses offered by accredited graduate institutions are subject to the approval of the student's adviser and academic dean. Correspondence courses are not acceptable for graduate credit. Transfer credit is subject to all catalog regulations pertaining to graduate degree courses.

It is the student's responsibility to have an official transcript of the transfer credits forwarded to The Graduate School, Winthrop University no later than four days prior to the expected graduation date. Students who enroll in transfer courses during the final semester of a degree program risk delay in completion of degree requirements (and, where applicable, in approval for teacher certification) if receipt of official transcripts by The Graduate School is delayed. Transcripts of all college work taken when a student is absent from Winthrop must be submitted when the student reapplies to Winthrop.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

### TO BE COMPLETED BY ADVISOR:

INSTITUTION	COURSE NUMBER AND TITLE	DATE ENROLLED	WINTHROP EQUIVALENT	FOR GRAD SCHOOL USE		
				Grade	Hours	500-600 Level

\_\_\_\_\_  
*Signature of Advisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Academic Dean or Designee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Verified by The Graduate School*

\_\_\_\_\_  
*Date*

*Return form to: The Graduate School, 211 Tillman Hall; [gradschool@winthrop.edu](mailto:gradschool@winthrop.edu)*