

North Carolina State University
The Graduate School

TRANSFER CREDIT

To: Dean of The Graduate School

From: Program Director: _____
Director's name/Program name

Student Information:

Name: _____ ID Number: _____

Degree/Program: _____ Signature: _____

COURSES TO BE TRANSFERRED:

Name of Institution: _____

Qh k n' t c p u e t k r v f q e ' l p " U K U **Minimum of B in All courses:** Yes (required)

Sem/Yr	Crs no.	Tot hrs	Qtr hrs	Sem hrs	Credits	Grade	Rel ¹	Qual ²
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

¹Relevant to the student's graduate degree? yes or no

²Instructor qualified to teach at the graduate level? yes, no, or unknown (required by SACS)

Additional explanation: (or indicate if attachment)

For course(s) taken while student was an NCSU undergraduate:

Course(s) not counted toward undergrad degree

(these will be checked against the degree audit):

DGP Signature/Date: _____

Approved for the Graduate School by: _____
Signature/Date

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Transfer of graduate credits earned at other universities. A course that was completed at another college or university may be considered for transfer to a master's program provided that:

- (a) The course is classified as a graduate course.
- (b) It was completed while the student was in a graduate or post-baccalaureate classification.
- (c) It was not taken as a part of a previous master's degree program at another institution.
- (d) The grade in the course is B or better. Courses with grades of B- or lower will not be allowed to transfer.
- (e) The college or university is accredited by one of the following six U.S. regional accrediting agencies: the Southern Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the New England Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Northwest Association of Colleges and Schools, or the Western Association of Colleges and Schools.
- (f) Course(s) must have been taken within 6 years of the planned NCSU graduation year

Exceptions are allowed for transfer from international institutions if the department or program provides the Graduate School with adequate documentation that the course is relevant to the graduate degree and comparable to an equivalent course at NC State, and that the course was taught by faculty who are qualified to teach at the level of a master's degree.

If the transcript does not clearly show that the above criteria have been met, certification must be obtained from an academic administrator at the other institution.

It is important to note that we distinguish between graduate credit and a graduate course. At NCSU, graduate courses are numbered from 500 – 899. Courses numbered at the 400-level are not graduate courses, but are allowed to count for graduate credit if outside the major. Other universities have other numbering systems and other rules. Criterion (a) above requires that the course be classified as a graduate course in order to be qualified for transfer.