



Winston Salem State University
Graduate and Professional Programs
Request for Transfer Credit

Name: _____ Banner ID: _____
 Last First MI

Please check graduate/professional degree student is pursuing:

___ Master of Science in Computer Science and Information Technology (M.C.S.T.)

Business and Economics

- Master of Business Administration (M.B.A.)
- Master of Healthcare Administration (M.H.A.)

Education

- Master of Rehabilitation Counseling (M.R.C.)
- Master of Arts in Teaching (MAT)

Health Sciences

- Doctor of Physical Therapy (D.P.T.)
- Doctor of Nursing Practice (D.N.P.)
- Master of Science in Nursing (M.S.N.)
- Master of Science in Occupational Therapy (M.S.O.T.)

Semester/Year Admitted to Program: _____

Minimum number of hours required for this degree: _____ (e.g., 30, 36, 60, etc).

How many hours of transfer credit have already been granted for this student?

From other accredited institutions? _____
From Winston-Salem State University? _____

CHECK BELOW ALL THAT APPLY AND LIST THE COURSE INFORMATION.

- This request is for course(s) **TAKEN AT ANOTHER ACCREDITED INSTITUTION.**
(Note: An official transcript from the other institution showing the courses must be attached along with a course description of the course).
- This request is for course(s) **TO BE TAKEN AT ANOTHER ACCREDITED INSTITUTION.** (Note: An official transcript from the other institution showing the completion of the course and the course description must be sent to the Graduate Program Coordinator before credit will be given).
- This request is for **NON-DEGREE COURSE(S) TAKEN AT WSSU.**
(Note: Use this request only for course credit over the 9 semester hours of non-degree credit already allowed)

Institution Where Taken	Course Prefix, Number & Credit Hours	Year & Term Completed	WSSU Course

Recommended by:

Program Coordinator

Date

Approved Disapproved

Department Chair

Date

Approved Disapproved

Up to 20% of the credit hours in a master's degree program may be earned in a different but regionally accredited institution. **NO CREDIT HOURS COMPLETED AS PART OF AN EARNED GRADUATE DEGREE CAN BE COUNTED TOWARD A SECOND MASTER'S DEGREE.** Transfer of graduate level course work must be approved by the chair or other authorized departmental official. **SUBMISSION OF OFFICIAL TRANSCRIPT(S) FOR NON-WSSU WORK IS THE STUDENT'S RESPONSIBILITY. APPEALS/PETITIONS WITHOUT A TRANSCRIPT WILL NOT BE CONSIDERED.**

Number of Transfer Hours Allowed from Other Accredited Institutions

(Unless otherwise approved)

For a **30-33 hour** graduate program only **6** semester hours are allowed.
 For a **36-39 hour** graduate program only **7** semester hours are allowed.
 For a **42 hour** graduate program only **8** semester hours are allowed. For a
45-48 hour graduate program only **9** semester hours are allowed. For a
51-54 hour graduate program only **10** semester hours are allowed. For a
57 hour graduate program only **11** semester hours are allowed. For a **60**
hour graduate program only **12** semester hours are allowed.

Transfer credits from other universities over five years old will not be accepted toward a degree program at WSSU. All course content over seven years old must be recertified in a manner established by the program and approved by the Graduate Council. Such methods of recertification may include but are not limited to completion of additional coursework, comprehensive examinations of the current program content, evidence of continuing professional education, additional research papers or reports related to the current program content. A letter describing the method(s) of recertification must be submitted to the Graduate Program Coordinator at the time of the request for program extension. The outcome(s) of the recertification must also be submitted to the Graduate Program Coordinator prior to student graduation or any additional requests for extensions. All requests for extensions must be made by the program as soon as it becomes evident the student will not finish all requirements within the six year time limit.