



**Request for Transfer of Credit**

Full Name \_\_\_\_\_  
Student ID Number \_\_\_\_\_ Student Email Address \_\_\_\_\_  
Degree Program \_\_\_\_\_ Current Term \_\_\_\_\_

**Guidelines for Transfer of Credit from an Outside Institution**

- An **official transcript** must be sent to The Graduate College from the transferring institution's Registrar's office.
- Student should provide a copy of the course description(s) of the course(s) taken at the outside institution as well as the equivalent NC A&T course(s).
- Graduate level credit hours may be credited to a graduate program at NCA&T provided the total number of credit hours transferred does not exceed 40% of the total degree requirements at NCA&T. Refer to "Transfer of Credits" policy in the Catalog on The Graduate College website ([www.ncat.edu/tgc](http://www.ncat.edu/tgc)).
- Only graduate level courses with earned grades of "B" or above in the last five years can be transferred.
- Graduate courses taken as an undergraduate student can be transferred only if they were not used to meet undergraduate degree requirements, or masters for doctoral requirements. **The academic program coordinator must certify to this in writing on an attached page.**

**STUDENTS COMPLETE SECTION I - SUBMIT TO ACADEMIC DEPARTMENT FOR APPROVAL  
MUST BE SIGNED AND COMPLETED BY THE STUDENT OR FORM WILL BE RETURNED**

SECTION I: Requested Course(s) for Transfer		
Institution/Course Number	Credits	NCAT Course Equivalent Number

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT COMPLETE SECTION II - SUBMIT TO THE GRADUATE COLLEGE FOR APPROVAL  
MUST BE SIGNED AND COMPLETED BY THE DEPARTMENT OR FORM WILL BE RETURNED**

SECTION II: Approved Course(s) for Transfer		
Institution/Course Number	Credits	NCAT Course Equivalent Number

Department Chairperson's Printed Name \_\_\_\_\_

Department Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate College Only: [ ] Approved [ ] Denied

Graduate College Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Processed by \_\_\_\_\_ Date Processed \_\_\_\_\_