



Request for Transfer of Credit

Full Name Last First MI 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 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). 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

Table with 3 columns: Institution/Course Number, Credits, NCAT Course Equivalent Number. Title: SECTION I: Requested Course(s) for Transfer

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

Table with 3 columns: Institution/Course Number, Credits, NCAT Course Equivalent Number. Title: SECTION II: Approved Course(s) for Transfer

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