

**FAYETTEVILLE STATE UNIVERSITY**  
**GRADUATE SCHOOL**  
**TRANSFER COURSES: REQUEST TO PURSUE COURSES FOR**  
**TRANSFER TO FAYETTEVILLE STATE UNIVERSITY**

**TO THE STUDENT: PLEASE SEE THE INSTRUCTIONS ON THE SECOND PAGE OF THIS FORM.**

TO: College Dean

Student's Name: \_\_\_\_\_ Banner #: \_\_\_\_\_

Address: \_\_\_\_\_  

Street
City
State
ZIP Code

Name of Host Institution: \_\_\_\_\_

Address: \_\_\_\_\_  

Street
City
State
ZIP Code

*Has the student been admitted to a degree program at Fayetteville State University? Yes \_\_\_ No \_\_\_*

**This student has approval to register during the \_\_\_\_\_ semester 20\_\_\_\_ for the following course(s), credit to be transferred to the student's program at Fayetteville State University:**

	Host Course Prefix & Number	Host Course Title	FSU Course Prefix & Number	FSU Course Title	Credits
1.					
2.					

**Signatures**

\_\_\_\_\_  
 Department Chair/Associate Dean

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 College Dean

\_\_\_\_\_  
 Date

**TO THE STUDENT:**

1. Please complete this form in consultation with your Department Chair/Associate Dean.
2. Submit the complete form with signatures to your College Dean.
3. Attach course descriptions from the host institution's graduate catalog and from the Fayetteville State University graduate catalog.
4. Present the signed form to the host institution after it is returned to you from the College Dean's Office.

**NOTE:**

Transfer credits for graduate courses with a grade of B or higher may be accepted at Fayetteville State University toward completion of a master's degree. Transfer credits may account for no more than twenty five percent of the total degree credit hour requirement. Individual master's programs may restrict the maximum number of transfer credits to six hours. The doctoral program allows for up to twenty five percent of the total degree credit hour requirement to consist of transfer credits; however, these transfer hours may not be used in the program core. The remaining hours must be earned in residence.

Course work successfully completed at colleges and universities recognized by the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges, Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and WASC Senior College and University Commission (WSCUC) will be considered for transfer credit. College level coursework completed at other US Department of Education nationally accredited colleges/universities or equivalent which are not listed above may be considered for transfer credit. **Correspondence courses at any institution will not be accepted.**

Students wishing to transfer credits must submit the Transfer Course Evaluation Form, official transcripts, and other appropriate course identification information (e.g., copy of course description from catalog, course syllabus) to the advisor for initial approval. The recommendations of the advisor should be forwarded to the department chair/associate dean and college dean for approval. Course work may be transferred upon the student's admission into a graduate school program. **Course work transferred must not be older than six years at the time the intended master's degree or eight years at the time the intended doctoral degree is awarded.**

Students wishing to pursue courses at another university to transfer to Fayetteville State University must obtain the approval of the department chair/associate dean and college dean prior to taking the courses. Students should submit the Transfer Courses form. The form is posted on the Graduate Programs website.

I have read the regulations governing transfer credit in the Graduate Catalog, and I understand that I bear the sole responsibility for meeting all of the conditions stated in the Graduate Catalog.

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 Signature of Student

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 Date