

**APPROVAL TO TAKE A GRADUATE COURSE AT ANOTHER INSTITUTION
FOR TRANSFER TO GARDNER-WEBB**

Catalog Policy: The primary purpose of the transfer of credits policy is to grant incoming students credit for work previously completed. Students are expected to take the appropriate courses offered by Gardner-Webb once they enter the program. However, permission may be granted to take courses offered by other institutions when the appropriate course is not offered by Gardner-Webb or when it is more convenient for the University to approve a course for transfer than to offer the course by special arrangement. A processing fee of \$50 is due with this form.

Credit will not be given for courses taken more than six (6) calendar years after acceptance to graduate study nor for courses taken towards another completed master's degree. Students currently enrolled in a graduate degree program at Gardner-Webb must have prior written approval to take courses from another institution for transfer credit.

NOTE: Graduation may be delayed if courses are taken for transfer during the final semester before graduation. No more than six hours may be transferred into a student's program in any program except counseling; a maximum of nine semester hours may be accepted into counseling programs.

Form must be completed in full.

Name _____ I.D. _____

Address _____

City, State, Zip _____

Institution offering course _____

Name & # of course to be taken _____

(Attach catalog copy of course description to form.)

Month(s)/year of course _____ Anticipated month/year of graduation _____

Gardner-Webb equivalent course (or elective) _____

Explanation of request to transfer course into program (*see policy stated above*): _____

Enclosed is the \$50 processing fee. ____ Charge my student account the \$50 processing fee. ____

Student's signature

Date

Adviser's signature

Date

School of Graduate Studies Dean's signature

Date