

## Marshall University Graduate College Application for Approval of Transfer Credit

A graduate student with an approved Plan of Study may transfer to Marshall University credit earned in graduate coursework completed at another regionally accredited graduate institution provided that the courses are appropriate to the student's program and the grades earned are B or better or equivalent, and acceptable to the advisor and Graduate Dean. Students in certificate programs may transfer up to six hours. Non-degree seeking students may not transfer graduate credit to Marshall University.

Acceptance of the transfer graduate-level courses requires approval of the degree program faculty and an official transcript from previous regionally accredited colleges and universities. Accepted transfer courses may fulfill a portion of the student's degree requirements. Transfer grades do not contribute to the student's GPAs. All courses, regardless of origin, must have been completed no more than seven years before graduation. All courses, including transfer courses, that are seven or more years old must be revalidated to be used to fulfill graduation requirements.

All transcripts must be sent directly from the Registrar's Office of an accepted, accredited institution to:

Marshall University	304.746.1900
Graduate Admission Office	1.800.642.9842 ex 61900
100 Angus E. Peyton Drive	
South Charleston, WV 25303-1600	Digital Transcript: <a href="mailto:services@marshall.edu">services@marshall.edu</a>

Transcripts sent to students, faculty, or non-admissions staff are invalid.

### TO BE COMPLETED BY STUDENT

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Graduate Major/Program: \_\_\_\_\_ E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### TO BE COMPLETED BY STUDENT AND ADVISOR

#### LIST THE GRADUATE COURSES TO BE TRANSFERRED TO MARSHALL UNIVERSITY

Transfer College or University	Course Title	Dept. & Number	Sem. Hrs.	Grade	Date Taken		Marshall Equivalent*
					Sem.	Year	

\*To be completed by Marshall University program faculty.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit the completed form to the Graduate Dean's Office:**

113 Old Main, Huntington Campus

or to: [graduatecollege@marshall.edu](mailto:graduatecollege@marshall.edu)

### TO BE COMPLETED UPON RECEIPT OF OFFICIAL TRANSCRIPT

**ACTION OF THE PROGRAM FACULTY:** \_\_\_\_ Request Approved \_\_\_\_ Request Denied

Program  
 Student's Advisor Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Grad. College Dean Signature: \_\_\_\_\_ Recorded Date: \_\_\_\_\_