



TRANSFER CREDIT EVALUATION FORM
College of Graduate Studies

Date:
 Name: Email:
 Program: Start Date (Year/Term):

Student Directions:

- Review **Policy 2007: Transfer Credit**.
- Look through the course descriptions in the *UWS Course Catalog* to identify potential matches to previously taken *graduate* courses. If any are found, complete this form. Submit the form and the transfer course syllabus (or syllabi if two transfer courses are needed to fulfill one UWS course; the syllabi should be from the same year/term and section that the course(s) were taken) to the appropriate personnel.
 - Applicants/Not Matriculated Students
 - Send required documents to the admission's department with submitted application
 - Matriculated Students
 - Send required documents to the program director

For a transfer course to be considered acceptable, it must:

- Be on an official transcript
- Meet the UWS course learning outcomes
- Meet all requirements set forth in **Policy 2007: Transfer Credit**, including
 - Meet/exceed UWS quarter course credits (1 semester credit = 1.5 quarter credits)
 - Meet recency requirements (completed at an accredited institution within last 7 years)
 - Grade/s of transferred courses must be at least B- or P; (A grade of C may be accepted in HNFM and SM)

APPLICANT/STUDENT FILLS OUT					INTERNAL
Transfer Institution	Course Prefix, Number & Title	Credits & Type (SEM/QTR)	UWS Course Prefix, Number & Title	UWS Credits (QTR)	Accepted in Transfer? (Y/N)
Example University	PSY 525: Psychology of Sports	3 SEM	SPP6550: Sport Psychology	4 QTR	

For Internal Use Only

Program Director Name:	<input type="text"/>
Program:	<input type="text"/>
Date:	<input type="text"/>

Program Director/Dean Directions:

1. Review provided course syllabus (learning outcomes)
2. Review transcript (accreditation, course number, credits, recency)
 - a. Transcripts may be found in the student's electronic file on either the F drive (potential students) or G drive (matriculated students).

- i. If not there, reach out to admissions (for potential students) or the registrar's office (for matriculated students)
- 3. Determine acceptability of transfer course into UWS program
- 4. Fill in the internal box of the table above (Yes/No)
- 5. Fill in your name, program, and date
- 6. Email completed form and relevant course syllabi to the registrar's office (registrar@uws.edu)

For Registrar's Office Use Only

UWS Course Number	Transfer Title	Accepted QTR Credits

Date Entered in PC and filed in student's file: _____ Initials: _____

Reminders:

- Students may request an evaluation of transfer credit from the admission's process through the first three terms in the program.
 - Applicants/non-matriculated students need to work with the admission's department
 - Matriculated students need to work directly with the program directors
- Transfer credit requests are not considered beyond the third term of program enrollment.
- In general, the College of Graduate Studies allows up to 16 credits of transfer credits. There are some exceptions between programs.
 - MS, Sports Medicine
 - 23.5 credits from the Doctor of Chiropractic program are dually attributed (accepted) towards the MS, Sports Medicine degree
 - Sport Performance and Psychology and Clinical Mental Health Counseling programs
 - No transfer courses are allowed for *COUN6101/8101 Ethics and Professional Identity*. This course must be taken in residence.
- Internal transfer credit options between programs exist and is explained in the UWS Catalog.