



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.
- 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 master’s 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 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 bachelor’s program coordinator must certify to this in writing on an attached page.**

STUDENTS COMPLETE SECTION I - SUBMIT TO ACADEMIC DEPARTMENT FOR APPROVAL

SECTION I: Requested Course(s) for Transfer					
Institution/Course	Credits	NCAT Course Equivalent	Institution/Course	Credits	NCAT Course Equivalent

Student’s Signature _____ Date _____

DEPARTMENT COMPLETE SECTION II: Approved Course(s) for Transfer					
Institution/Course	Credits	NCAT Course Equivalent	Institution/Course	Credits	NCAT Course Equivalent

Department Chairperson’s Printed Name _____

Department Chairperson’s Signature _____ Date _____

Graduate College Only: [] Approved [] Denied [] Request Approved Pending final Grades []

Graduate College Dean’s Signature _____ Date _____

Processed by _____ Date Processed _____