PROCEDURES FOR GRADUATE STUDENTS WANTING TO TAKE COURSES AT OTHER INSTITUTIONS FOR TRANSFER CREDIT

Graduate students interested in taking courses at other institutions for transfer credit should remember that no more than six semester hours of graduate course work may be accepted as transfer credit. Graduate students MUST follow the procedures outlined below:

FOR VSU DEGREE-SEEKING STUDENTS ONLY (not non-degree for certification)!

1. The student should consult with their advisor regarding the appropriateness of a course offered at another institution.
2. The student's advisor should send a memo or e-mail to the Graduate School dean requesting a Letter of Good Standing (include what semester, what course(s), number of credit hours, and student info.). Include the name and address of the institution to where the Letter of Good Standing should be sent. DO NOT USE TRANSIENT FORMS FROM REGISTRAR’S OFFICE.
3. The student’s graduate GPA is checked to make sure the student is in Good Standing and that they have not already transferred in two graduate courses (the limit is two) to VSU, and if there are any other problems that warrant further examination or discussion with the advisor.
4. The graduate dean approves (or not).
5. The Letter of Good Standing is then forwarded to the appropriate institution with copies going to the student and the advisor.
6. After the student completes the course(s), they must have an official transcript sent to the VSU’s Graduate School for transferring the credit.
7. If the course(s) will substitute for a VSU course(s), the advisor and student must complete a Course Substitution Form (forms available in the Registrar’s Office) and forward it to the dean of the Graduate School after signatures are obtained from the advisor, the department head, and the college dean.

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