

**MASTER OF EDUCATION
REQUEST FOR PERMISSION TO TRANSFER GRADUATE COURSE CREDIT**

Please print or type the information below. Return the form to the Academic Records office, at the address or fax number below. You must use a separate form for each institution from which you are seeking transfer credit.

Name _____ ID# _____ Cohort _____

Mailing Address _____

Work Phone _____ Home Phone _____

Email address _____

I am requesting permission to transfer credit for the following course(s) at the specified institution to fulfill elective course requirements for the Master of Education degree program.

You must provide a course syllabus and documentation indicating that each course is part of an appropriate graduate level core curriculum or accepted as an elective in an appropriate graduate program at the institution from which the course is being transferred. Courses must carry a grade of at least a "B" for credit to transfer. Courses graded P/F or S/U are not transferable. If a course is approved and later found to award a grade of P/F or S/U, credit for the course will not be awarded.

I understand that I must have an official transcript sent from the institution listed below to Southern Wesleyan University before credit can be posted.

Student's Signature

Date

Institution

Course Number	Course Title	Credits Earned	Semester Taken (or to be taken)	Approved by SWU (Yes or No)

Reason for non-approval: _____

Admissions Specialist
Southern Wesleyan University

Date

Return To: Academic Records
P. O. Box 1020
SWU Box 1905
Central, SC 29630
FAX (864) 644-5971