



SOUTHERN WESLEYAN UNIVERSITY
ADULT & GRADUATE STUDIES – MASTER OF EDUCATION AND CLASSROOM LEADERSHIP

Permission to Transfer Graduate Course Credit

Please print or type the information needed below and return the form to Academic Records SWU, PO Box 1020, Central, SC 29630. The form can also be emailed to records@swu.edu or faxed to 864-644-5971. Use a separate form for each institution from which you are seeking transfer credit. Note: a limit of six credits of electives from within the past 5 years may transfer from other universities. For a full list of transfer requirements, please see "Transfer Policy" in the most recent Southern Wesleyan University Graduate Bulletin found on the SWU.edu website.

- Courses graded P/F or S/U and those with a grade lower than the equivalent of 3.0 (B) are not transferrable.
• A copy of the syllabus must be included with this form along with documentation indicating that each course is part of (or is accepted as an elective as part of) an appropriate graduate level core curriculum at the institution below.
• An official transcript must be sent from the institution listed below to the Office of Academic Records, SWU, PO Box 1020, Central, SC 29630 before credit can be posted.

Name _____ ID# _____ Phone _____

Email _____

Student Signature: _____ Date _____

Institution _____

Table with 5 columns: Course Number, Course Title, Credits Earned, Semester Taken (or to be taken), APPROVED (Yes or No). It contains three empty rows for data entry.

Reason for non-approval:

Notes:

Records Approval: _____ Date _____