EECS Graduate Program: Petition to Transfer Course Work

Procedure:

- Graduate students must complete the request to transfer credits from other institutions during their first year in an EECS graduate program. In order to complete a petition to transfer coursework, students must:
- Complete a Petition to Transfer Graduate Coursework (this form) which will serve as an agreement between the department and the student regarding transfer policies and as a summary of all coursework requesting transfer.
- Complete a Course Request form for each course to be evaluated for transfer.
  - Attach supporting materials for each course to the Course Request form including syllabus, transcripts, course materials, etc.
  - NOTE: A rationale for inclusion on the program of study and a suggestion of a faculty reviewer must be provided for all courses by the advisor.
- Provide a draft of your program of study. (NOTE: You cannot request transfer of core courses.)

Transfer policy states that:

- You must have earned a grade of B or higher at an accredited institution.
  - If earned while working toward a master's degree, you may apply the credit toward your PhD.
  - If earned toward a completed master's degree, you may not apply toward another master's degree.
- You may only transfer courses that have a direct equivalency at WSU. (Maximum 6 credits each EE 581/2.)
- No more than 17 credits, or 5 courses, may be used toward a PhD (as of Fall 2021).
- No more than 6 credits, or 2 courses, may be used toward a master's.
  - PhD students may only request 5 courses to be reviewed and approved at a time, 2 courses for a master's.
  - If a request is denied, then the student may submit another request until they have had the maximum number courses approved.
- At the time of graduation, your coursework can only be 10 years old for PhD and 6 years old for a master's.

Name: _____ ID: _____

Advisor: _____ Degree: _____

Course at External Institution	Course at WSU	Date of Completion

Student Signature: _____

Advisor Signature: _____