Petition to Transfer Courses to WSU

Student’s

Name________________________________________ID#___________________

Program (MS) or

(PHD)________________________________________________________

Student’s email address__________________________________________________

Each course must be petitioned separately. In addition to the course title, list the
textbooks and authors, syllabus with topics covered, hours spent in lectures and/or labs
per week, number and type of exams, credits earned and other information that you
believe is important. This information may be on a separate page and attached.

*Transfer Credit cannot be more than 6 years old for MS and 10 for PhD, by the time of
Graduation from WSU.

I petition for the following course to be transferred from;

___________________________________University to be included in my graduate
program.

Course name at outside university       Course name and number at WSU

___________________________________       _________________________________
Student’s Signature___________________

Advisor’s Signature: __________________

Date _______________________________

Petition to Transfer Course work to WSU

Evaluator’s Report

To: __________________________________________ Date: __________________________

From: Graduate Studies Committee

The GSC requests that you evaluate the following course taken at ________________
University to determine if it is equivalent to EE/CPT S ___________________ at WSU.

The EECS transfer policy taken from the Handbook is provided for your convenience.

Transfer of graduate course credits earned at another university is subject to the following procedure:

1. During the first year at EECS, the student submits a written petition with supporting materials (e.g., transcript with the course outline, exams, projects, catalog description, etc.) to his/her research advisor for an initial evaluation.

2. If supportive, the advisor begins an in-depth review process by sending a note to the graduate program coordinator who assigns the case to an appropriate faculty member for further review.

3. The selected faculty member evaluates the materials, interviews the student if needed, and provides one of the following written recommendations:

   a) transfer approval as a substitute for an equivalent EECS graduate course (3 credits);
   b) transfer approval as a graduate course appropriate for EECS (1-4 credits);
   c) transfer denial.

Please provide your appraisal below:
❑ Approve as requested (3a).
❑ Approve _____ credits of 500 level course work (3b).
❑ Deny (3c).
❑ Signature _________________________________ Date_____________________
