

Curriculum & Instruction Department

Course Approval Form

Name: _____ S.S.#: _____
 Address: _____
 Phone #: _____ Admitted to Program: _____
 Email Address (If any): _____
 Requests pre-approval of course name and number: _____

 to be taken where: _____ when: _____
 (institution & city)

Student must submit photocopy of catalogue description of course, whether it is graded or not, time period it is offered over. Submit current syllabi if possible and written documentation of whether it counts in a master's program at the institution offering the course if possible.

Reason for request:

Signature: _____ Date: _____

Return form to Department Office, N/E 208

Request approved: _____ Request denied: _____

Reason or stipulations:

Signature of Program Coordinator: _____ Date: _____

Notes:

TRANSFER/WAIVER OF COURSES

Transfer credit is course credit earned at another institution that is accepted in lieu of master's degree course requirements at UW Oshkosh. Credit earned prior to admission to a UW Oshkosh graduate program will be evaluated at the time of admission.

Students who have been admitted to a graduate program at UW Oshkosh and wish to take course work at another institution should enroll as a Guest Matriculant at that institution and secure prior approval from the UW Oshkosh Program Coordinator and Graduate School for courses to be substituted in the UW Oshkosh graduate degree program.

The following are criteria for evaluating credits taken outside of UW Oshkosh:

1. Course instructor is a regular graduate faculty member of an accredited institution or instructor has the qualifications comparable to regular graduate faculty and has the approval as an adjunct faculty member at the transfer institution.
2. Course is acceptable in a graduate degree program at the transfer institution.
3. Course syllabus is available with objectives, evaluation methods and bibliography.
4. Course has formal meeting times and complies with the normal rule of no more than one course credit earned per week and 14 contact hours (60 minutes each) per semester credit.
5. Course is offered at a location close to a university (professional) library.
6. The academic program and/or institution is appropriately accredited.
7. Seven year time limit is applicable for all courses to be part of a master's degree.
8. Independent study, seminars and workshops do not generally transfer.

Exceptions to the above criteria may be made based on the appropriate coordinator's recommendation and the approval of the Graduate Dean.

No letter grade of below B will be accepted in transfer.

No more than nine semester hours will be accepted in transfer, except in established cooperative programs.

Credits accepted in transfer will be noted as comments on the student's transcript. No grades will be recorded, and grades will not be included in the computation of grade point averages.

Please note:

Student must be enrolled for at least one course every five semesters.

No more than two "C" grades (not to exceed 6 credits) are allowed for use in the program.