



# Instructions

This form is used to make changes in the status or record of students who have been previously admitted and enrolled as regular graduate students at WSU. It originates in the School/College Dean's Office, and **all the changes on this form MUST BE APPROVED BY THE GRADUATE OFFICER.** The completed, signed form should be sent to the Records Office, with copies to the Department/Program, the student, and the student's file in the School/College Dean's Office. If a change is not approved, the Records Office copy should not be dispersed.

## Change of Graduate Status

Use this section of the form to make the following types of changes to a student's status:

1. *A change from one program or major to another* – requires approval from the department/program into which the student wishes to transfer.
2. *A change from a master's applicant or candidate to a doctoral applicant within the same program or major* – requires approval from the department/program.
3. *A change from the rank of "master's applicant" to "master's candidate"* – requires approval of the student's Plan of Work by the Graduate Officer.

For international students, send a photocopy of the Change to the International Service Office.

## Transfer of Graduate Credit

Use this section of the form to transfer graduate credit from another institution to the student's record when the Graduate Officer has approved the Petition for Transfer of Graduate Credit.

Credit Transfer Policy. Graduate credit may be transferred from other institutions provided that:

1. the credit is certified as graduate level and is from an accredited graduate institution;
2. the grade is at least a **B (3.0)** or higher;
3. the course did not provide credit toward a previous degree;
4. the credit was earned within the six year time limit of the master's degree;
5. the credit is beyond the 24 credit hour required in residence at WSU; and
6. the credit is approved as appropriate to the student's degree program by his/her adviser.
7. Credit earned in quarter hours should be converted to its semester hour equivalent.

## Time Extension

Use this section of the form to allow a student additional time to complete a graduate degree program, normally six years for a master's program, seven for a doctoral program. Complete the form, indicating the month and year to which the time is extended when the Graduate Officer has approved the department/program's request for a time extension.