

PROCEDURES FOR VSU GRADUATE STUDENTS WANTING TO TAKE COURSES AT OTHER INSTITUTIONS FOR TRANSFER CREDIT

Graduate students interested in taking courses at other institutions for transfer credit should consult with their advisors or the Graduate School regarding the number hours of graduate course work that may be accepted as transfer credit. Graduate Advisors and Students MUST follow the procedures outlined below:

FOR VSU DEGREE-SEEKING STUDENTS ONLY (not non-degree for certification)!

1. The student should consult with their advisor regarding the appropriateness of a course offered at another institution.
2. The student's advisor should complete the online LOGS request form located at: <https://www.valdosta.edu/academics/graduate-school/forms/logs-request-form.php>
3. DO NOT USE TRANSIENT FORMS FROM REGISTRAR'S OFFICE.
4. The student's graduate GPA is checked to make sure the student is in Good Standing and that they have not already transferred in the maximum allowed to VSU, and if there are any other problems that warrant further examination or discussion with the advisor.
5. The graduate dean reviews. If approved, a Letter of Good Standing will be signed by the dean.
6. The Letter of Good Standing is then forwarded to the appropriate institution with copies going to the student and the advisor.
7. After the student completes the course(s), they must have an official transcript sent to the VSU's Graduate School for transferring the credit.
8. If the course(s) will substitute for a VSU course(s), the advisor and student must complete a Course Substitution Form (forms available in the Registrar's Office) and forward it to the dean of the Graduate School after signatures are obtained from the advisor, the department head, and the college dean.

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