

WILKES UNIVERSITY

Currently Enrolled Undergraduate Student-Request for Transfer of Credits from an External Institution

NOTE - This form must be completed PRIOR to the student's enrollment in courses proposed.

Name: _____ Major: _____

Home Address: _____ WIN (Wilkes ID #) _____

Faculty Advisor: _____

Signature Date Anticipated Date of Graduation from Wilkes _____

Permission is requested to take the following course(s) at _____

_____ during the _____, _____ semester/session.
Name of Institution
Location of Institution **Fall/Spring/Summer** **Year**

COURSE PREFIX NO. and TITLE	CREDITS	COURSE DEPARTMENT CHAIRPERSON'S SIGNATURE	WILKES EQUIVALENT

Total Credits Requested for Transfer to Wilkes: _____. Study Abroad () Yes () No If yes, see #3 below.

Reason for Above Request: _____

NOTES:

It is the responsibility of the student to have an **official** transcript sent directly from the external institution to Wilkes University, Registrar's Office, 84 West South St., Wilkes-Barre, PA 18766 at the conclusion of the course(s).

Only external credits with a grade of "C"/2.0 or higher are accepted. Transfer credit does not affect a student's Wilkes GPA.

PROCESSING STEPS FOR REQUEST:

1. In all cases, the student's academic advisor, or in the advisor's absence, the chairperson of the department which includes the student's major is asked to affirm that the credit proposed for transfer can be used in fulfillment of core or major or minor or elective components of the student's degree program.

Up to _____ credits are applicable to the student's program.

Signature Date () Advisor () Major Department Chairperson

2. The Registrar affirms that the credit is acceptable at Wilkes, is analogous in terms of a course or field of study offered at Wilkes, and that the request complies with credit transfer regulations.

Registrar Date Request is () Approved () Denied

3. If credits are to be earned at an institution outside the USA, approval of the Study Abroad advisor is required.

Study Abroad Advisor Signature Date

Reason for Denial _____

CC: Student, Student File, Academic Advisor