

REQUEST FOR TRANSFER CREDIT

Wilkes University Graduate Transfer Credit Policy

Acceptance into a P D V W H program is necessary before credits can be considered for transfer. A maximum of 6 credits obtained at another institution may be accepted toward degree, provided the credits:

- ! Have been earned at an accredited institution in the United States
- ! Meet academically rigorous standards,
- ! Have been completed within 6 years prior to the date of admission to a graduate program at Wilkes University with a grade of B (3.0) or better pass/fail grades are not transferrable unless the pass can be substantiated in writing by the institution as a grade

Transfer credits are limited to 6 credits per student not per degree at Wilkes University. For courses to count as electives, they must meet the academic intent of the student's masters program or be aligned to their respective professional certification. University will not accept transfer credits titled as "workshop". Each transfer request is evaluated on a case-by-case basis.

Permission Request For degree seeking candidates in a Wilkes University graduate program who would like to transfer credits already completed at another accredited institution.

Pre-Approval Request For degree seeking candidates in a Wilkes University graduate program who wish to complete a course at another accredited institution for transfer credits.

Instructions for Requesting Transfer Credits and PreApproval Requests

\$ Permission Request:

All sections of the student form must be completed for review.

Submit syllabus (A course syllabus contains the course outline, objectives, course requirements, grading system, attendance policy, etc.)

Submit OFFICIAL TRANSCRIPT. If official transcripts are on file at Wilkes, please indicate on form.

Wilkes Equivalent MUST identify specific Wilkes course number(s) equivalent to the course you wish to transfer or if

REQUEST FOR GRADUATE TRANSFER CREDIT

Wilkes University
84 West South Street
Wilkes-Barre, PA 18766

Please read the instruction sheet before completing this form. Use one form per Institution.

TO BE COMPLETED BY STUDENT: (PLEASE PRINT CLEARLY)

Name: _____

WIN #: 900- _____

Address: _____

Advisor: _____

Degree Program: _____

Email Address: _____

Telephone Number: _____

Type of Request (select one):

- Transfer course(s) previously completed at another college/university. (Follow Permission Request, Section A)
- Take a course at another college/university and transfer it into my degree program at Wilkes University. (Follow Preapproval Request, Section B)

College or university granting academic credit for the course: _____

(Please note: Institution must be accredited and in the United States)

Name and Location

during the period of _____

(Include start and end dates, scheduling times if known, location of course, and day)

Catalog description of course/courses (attach additional pages if necessary): _____

Official Transcript: Included On file at Wilkes I will send after completing the course (preapproval only)

Have you requested or received permission to transfer any other credits into the master's program at Wilkes? Yes / No

If yes, from what college/university? _____

TO BE COMPLETED BY DEPARTMENT:

Student Admitted: Yes, date: _____ / No (transfer credit processing to be held until student admitted)
Term & year