TO: Wilkes University M.S. in Education Degree Students

FROM: Director of Operations, Graduate Teacher Education
Wilkes University
84 West South Street
Wilkes-Barre PA 18766

RE: Permission to Transfer Graduate Credits into Wilkes University

Attached is Permission to Transfer Graduate Credit form. If you are a degree candidate in the Wilkes University Master of Science in Education program and would like to transfer credit(s) already completed at another accredited college/university into Wilkes toward your master's degree, you must complete this form and attach a transcript from the other institution.

You can transfer a maximum of six (6) credits from another educational institution into Wilkes but must have been completed within six years prior to the date of admission to Wilkes and must have a grade of B or better--pass/fail grades are not transferable unless the pass can be substantiated in writing by the former institution as a grade.

The Transfer Credit form will not be approved unless all the information requested on the form is filled out properly. This will cause a delay in the processing of your Transfer Credit form.

You can begin the transfer of graduate credit approval process by attaching a transcript copy showing the course(s) you want transferred---------but the credits, if approved, will not be posted to your Wilkes University transcript until we receive an OFFICIAL TRANSCRIPT from the institution where you completed the course. Also, you must be registered for a graduate course before the transfer credits can be posted on your Wilkes transcript.

If you have any questions about the procedures for processing this transfer of credit, please contact Jean Zampetti at the Graduate Teacher Education office at 800-945-5378, ext. 4673 or direct at 570-408-4673.

If you are a student currently enrolled in our Wilkes graduate degree program and wish to take a course at another institution during the time you are enrolled at Wilkes, you must fill out a PRE-APPROVAL “Request for Transfer of Graduate Credit” form. Contact Jean (ext. 4673) and she can send you this pre-approval form or you may download it from http://www.wilkes.edu/gradteachered.

Please mail your form to:
Graduate Teacher Education
84 West South Street
Wilkes-Barre, PA 18766

Attachment

NOTE: If a student is transferring credits to Wilkes University to complete his/her master’s degree, the student cannot be approved for graduation until three conditions are met: all transfer credits are approved by the department; an “official” transcript has been received at Wilkes from the institution granting the credit; and the approved transfer credits are posted to your Wilkes University transcript. To quality for graduation in a given semester, all paperwork must be received prior to the semester’s graduation clearance deadline.

<Revised August 27, 2006>
Permission to Transfer Graduate Credits

This form is to be used for transfer of graduate credits that were completed prior to acceptance into the Wilkes University Graduate Education Program.

Permission to transfer credits from __________________________________________ Name of Accredited College/University

has been granted to ____________________________________________________________________ Student Name / Student ID / WIN No.

Address ____________________________________________________________________________

The graduate credits will transfer into the Wilkes graduate program as:

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<th>Course No. / Course Name</th>
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Director of Operations, Graduate Education

________________________________________ Date

COPY OF TRANSCRIPT ENCLOSED.

NOTE: Official transcript must be on file @Wilkes before transfer credits can be posted to transcript.

________________________________________ Date received at Registrar’s Office

________________________________________ Approved by Registrar, Recorder Date