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: Pre-Approval Request for Transfer of Graduate Credit into Wilkes University

Attached is a Pre-Approval Request for Transfer of Graduate Credit. If you are a current degree candidate in a Wilkes University Master of Science in Education program and would like to transfer credit(s) for a course you want to take at another accredited and recognized college/university toward your Wilkes master’s degree, you must complete this pre-approval request form and return it to me immediately. A signed copy will be sent to you upon approval.

The Pre-approval Request form will not be approved unless all the information requested on the form is filled out properly. This will cause a delay in your Pre-Approval Request.

After you have completed this course(s) you must send an OFFICIAL TRANSCRIPT directly to my office at the address above. The credits, if approved, cannot be posted to your Wilkes University transcript until we receive the “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.

You can transfer a maximum of six (6) credits from another educational institution into Wilkes toward your master’s degree requirements.

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.

Please mail your form to: or Fax your form to:
Graduate Teacher Education 570-408-4905
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 qualify for graduation in a given semester, all paperwork must be received prior to the semester’s graduation clearance deadline.

<Revised August 22, 2006>
Pre-Approval Request for Transfer of Graduate Credits from an accredited University/College

Name: _________________________ MS Major Program: _________________________

Student ID / WIN No. ________________ Wilkes off-campus site ________________

Home address ______________________________________________________________________________________

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

Name of Accredited College/University (official transcript) ________________

Name (if different) and Location (Inclusive Dates of Study, and Year) ________________

I request permission to take the following course/courses at the aforementioned institution during the period stated above.
I understand that I must earn a grade of B or better for the course(s) to be transferred and that it is my responsibility to
insure that an official transcript of the course(s) is received in the Wilkes Graduate Studies Office upon completion of the
course(s).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Name of Course</th>
<th>Wilkes Equivalent (Course No. &amp; Course Title or Elective)</th>
<th>Hours</th>
<th>Credit</th>
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Catalog description of course/courses: _________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

The reasons for the above request are: (The applicant will list a reason or reasons for requesting courses to be completed
at another institution. Be specific.) __________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

I further certify that in the past I have transferred the following credit hours to Wilkes from other institutions.
(If none, write “None.”) ________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Date __________ Signature of Student ________________
Approved by Director of Operations, Graduate Teacher Education (Signature) ________________ date __________

Approved by Registrar/Recorder (Signature) ________________ date __________

Date transcript received ________________

<Revised September 1, 2006>