

## REQUEST FOR TRANSFER CREDIT

### Wilkes University Graduate Transfer Credit Policy

Acceptance into a master's degree program is necessary before credits can be considered for transfer. A maximum of 6 credits obtained at another institution may be accepted toward the 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 earned grade of B (3.0) or better pass/fail grades are not transferrable unless the pass can be substantiated in writing by the former institution as a grade.

Transfer credits are limited to 6 credits per student not per degree at Wilkes University. In order 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 assignment. Wilkes University will not accept transfer credits titled as "workshops." 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 credit(s) **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 Pre-Approval Requests

#### A. Permission Request:

1. **All sections of the student form must be completed for review.**
2. Submit syllabus ( **A course syllabus contains the course outline, objectives, course requirements, grading system, attendance policy, etc.)**
3. Submit "OFFICIAL TRANSCRIPT" electronically to [enrollmentservices@wilkes.edu](mailto:enrollmentservices@wilkes.edu)  
If official transcripts are on file at Wilkes, please indicate on form.
4. **Wilkes Equivalent** – MUST identify specific Wilkes course number that is equivalent to the course you wish to transfer or if the course is being transferred as an elective, please write "elective" as the Wilkes equivalent. **Course descriptions can be found at <http://www.wilkes.edu/pages/472.asp>**
5. Mail all paperwork to: School of Education Master's Department, C/O Transfer Credit Request, Wilkes University, 84 West South Street, Wilkes-Barre, PA 18766

#### B. Pre-Approval Request:

1. **All sections of the student form must be completed for review.**
2. Submit syllabus (**A course syllabus contains the course outline, objectives, course requirements, grading system, attendance policy, etc.)**
3. **Wilkes Equivalent** – MUST identify specific Wilkes course number that is equivalent to the course you wish to transfer or if the course is being transferred as an elective, please write "elective" as the Wilkes equivalent. **Course descriptions can be found at <http://www.wilkes.edu/pages/472.asp>**
4. Mail all paperwork to: School of Education Master's Department, C/O Transfer Credit Request, Wilkes University, 84 West South Street, Wilkes-Barre, PA 18766
5. Upon completion of the course, you MUST send an "OFFICIAL TRANSCRIPT" electronically to [enrollmentservices@wilkes.edu](mailto:enrollmentservices@wilkes.edu)

A signed copy of the form will be sent to the student upon decision made. The credits, if approved, cannot be posted to your Wilkes University transcript until we receive the "official" transcript in a sealed envelope from the institution where you completed the course.

If a student is transferring credits to Wilkes to complete the master's degree, the student cannot be approved for graduation until 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. All paperwork must be received before each semester's Wilkes graduation clearance deadline.

If you have any questions about the procedures for processing this transfer of credit, please email Anne Marie Smith at [annemarie.smith@wilkes.edu](mailto:annemarie.smith@wilkes.edu)

## 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 Pre-approval 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, meeting times if known, location of course, and year)

Course Number	Name of Course	Wilkes Equivalent (Course No. & Course Title or Elective)	Hours	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

Official Transcript: Included  On file at Wilkes  I will send after completing the course (pre-approval 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? \_\_\_\_\_

\*Please note: Transfer credit grades do not count toward the GPA at Wilkes University.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY DEPARTMENT:

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

\_\_\_ Approved \_\_\_ Denied: Comments: \_\_\_\_\_  
\_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_