

Wagner College



Pre-Approval of Transfer Credit Semester, Summer or Year (including Study Abroad)

Name: _____

Student ID#: _____

Email: _____

Phone: _____

Name of Institution where you will be taking these courses: _____

Semester and year you will be taking these courses: _____

Students who will be Studying Abroad: **After** being accepted into an approved study abroad program please complete this form working with departmental advisors for courses related to the major and the registrar for courses fulfilling general education requirements. **Students who wish to have the credits accepted for transfer should be aware of the following:**

- You will receive transfer credit(s)/unit(s) for the course(s) if you earn a final grade of "C" (2.0) or better upon receipt of an official transcript from the institution listed above. These units may count toward the student's Wagner degree; however, the units will not be considered in calculating either a cumulative or major GPA.
- It is the student's responsibility to request that an official transcript be forwarded to the Office of the Registrar upon completion of the course(s).
- If approved, this request is valid only for the semester and year indicated above.
- After the completion of 18 units, any courses for the major would have to be from baccalaureate-granting schools and would be subject to approval by the Department Chair and Registrar. Credit earned from two-year colleges after completion of 18 units would be limited to courses outside one's major and would be subject to approval by the Department Chair and Registrar.
- You must **attach to this form a copy of the course description(s)**, listing the number of class hours per week.
- Please allow up to a week to process these forms in the Office of the Registrar, plan accordingly.
- Any changes to this form must be sent to and approved by Ann Ayers, Assistant Registrar (aayers@wagner.edu).
- **STUDYING ABROAD ONLY** After this form is completed and signed you must bring a copy to the Center of Intercultural Advancement (Union 202) to be placed in your file, you must also inform the CIA of any changes made while abroad.

Course #	Course Title (from visiting institution)	For Dept. Head/Registrar use only: Wagner College Equivalent	# of Units

Study Abroad Advisor Signature _____ Date: _____

(STUDY ABROAD STUDENTS ONLY)

Student Signature _____ Date: _____

Academic Advisor's Signature _____ Date: _____

Department Chair Signature _____ Date: _____

Registrar Approval Signature _____ Date: _____