

Worcester Polytechnic Institute

Office of the Registrar

Undergraduate Transfer Credit Authorization Form

Instructions: Please complete the following information requested below. This form and the course description must be brought to the WPI department head or transfer faculty approved by the department head for approval **BEFORE** the course is taken. Once the form is approved please submit it to the Office of the Registrar in Daniels Hall. After successful completion of the course, you must request an official transcript to be sent to the Office of the Registrar, 100 Institute Road, Worcester, MA 01609. Credit will appear on BannerWeb once it has been posted.

Important Information: Courses must be taken at a regionally accredited post-secondary institution. Please note; vocational, correspondence, pre-college or review courses are not transferable. Also, non-credit CEU courses, adult enrichment or refresher courses, and CLEP examinations are not recognized for transfer credit.

Student Information

Student ID #: _____ Class Year: _____ Major: _____

(Please Print)

Student Name: _____ Date: _____

Transfer Course Information

Course #: _____ Title: _____ Credits: _____

Name of College or University: _____

I intend to take this course in: Summer 20____ Fall 20____ Spring 20____

This course was taken prior to enrollment at WPI: Yes No (must select one)

This course was taken on a college campus (and not at a high school): Yes No (must select one)

This course is an Intersession Course: Yes No (must select one)

I plan to take this course on-line: Yes No (must select one)

Student Signature: _____ Date: _____

WPI Course Equivalent and Departmental Approval

(To be completed by WPI department head or transfer faculty approved by the department head)

WPI Course #: _____ WPI Course Title: _____

Minimum Grade for Obtaining Credit: _____ Units _____ (Generally 3 credit hours = 1/3 unit)

Department Head Signature: _____ Date: _____

Registrar's Office Use Only

Grade Earned: _____ (after receipt of official transcript)

Processed by: _____ Date: _____

Please submit completed form to the Office of the Registrar, First Floor Daniels Hall.

508-831-5211 (tel) 508-831-5931 (fax)

100 Institute Road, Worcester MA 01609-2280

wpi.edu/+registrar

dr:4/26/18