

UNDERGRADUATE TRANSFER AUTHORIZATION

Instructions: Return this **completed form** to the Registrar's Office. After successful completion of the activity, request an official transcript to be sent to: The Registrar's Office, WPI, 100 Institute Rd., Worcester, MA 01609

Name: _____ ID #: _____

Email: _____ Year: _____ Major: _____

The above mentioned student has our approval to take the following course at a regionally accredited post-secondary institution. (Excludes non-credit, continuing education, and adult enrichment courses – for further information please refer to the Undergraduate Catalog)

Course #	Title	Credits	College
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*** I plan to take this course on-line: Yes No**

Faculty Approval to take this course on-line: _____

*** Some Departments do NOT accept on-line courses. Please confirm with the relevant department before taking any on-line course.***

WPI Course or Equivalent	(to be completed by Department Head)
Course #	Title
	Units*
	Minimum Grade for credit

* generally 3 credit hours = 1/3 unit

Please note: credit will appear on the Web Information System once it has been posted

Approved By:

Dept. Head	Date	Academic Advisor	Date
**Sufficiency Advisor	Date	** If transfer credit is being used toward the Sufficiency Requirement, the Sufficiency Advisor must also approve transfer credit	

I intend to take this course: Summer 20__ Fall 20__ Spring 20__