



Office of the Registrar
 100 Institute Road, Worcester, MA 01609
 Ph: (508)-831-5211
 Fax: (508)-831-5931

Graduate Transfer Credit Authorization Form

Instructions:

Please submit completed form with course description to the appropriate department. All courses must be taken at an accredited institution. Once the course has been approved, this form will be filed in the Registrar's Office. After successful completion of the activity, students should request an official transcript to be sent to the Registrar's Office at 100 Institute Road, Worcester, MA 01609. Credit will appear on Workday once it has been posted.

A maximum of one-third of the credit requirements for a graduate degree may be satisfied by courses taken elsewhere as long as they were not used to fulfill degree requirements at another institution.

Important Information for Interdisciplinary Majors: **Students are required to submit an updated Program of Study form along with this completed Transfer Credit Authorization Form, indicating the course that is to be replaced with the transfer credit course. Decisions by the department for approval will not be made without this information.*

Part I: Please Print

Name: _____ Student ID: _____

Major: _____

Address: _____ City, State, Zip Code: _____

Part II: Please Print

Transfer Course Information

Transfer Course # _____ Title _____

Credits _____ Name of College _____

Part III:

WPI Course Equivalent and Approval

(To be completed by the Department Head or Graduate Coordinator)

WPI Course # _____ Title _____

or
 Elective# _____

Minimum Grade for Obtaining Credit _____ Credit _____

Department Head Signature _____ Date _____

Or

Graduate Coordinator Signature _____ Date _____

Student Signature: _____ Date: _____
