Undergraduate Transfer Credit Authorization Form

Instructions: Please complete the following information requested below and return the form to the Office of the Registrar in Daniels Hall.

Important Information: After successful completion of the course, request an official transcript of your grade to be sent to Office of the Registrar, 100 Institute Road, Worcester, MA 01609. Credit will appear on the Web Information System once it has been posted.

Part I: Please Print

Name:_________________________________ Student ID: __________

Email: ________________________________ Year: __________ Major: __________________

Part II: Please Print

Transfer Course Information

The abovementioned 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 Undergrad Catalog)

Course #_______________  Title________________________________________________________

Credits____________________  Name of College__________________________________________

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

*I plan to take this course on-line:  ____Yes  ____No

Department Head 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.

I plan to take this course as an Intersession course:  ____Yes  ____No

Department Head Approval to take this Intersession Course:________________________________

Part III:

WPI Course Equivalent and Approval
(To be completed by the Department Head)

Course #_______________  Title________________________________________________________

Minimum Grade for Obtaining Credit __________  Units** __________  Grade earned __________

**Generally 3 credit hours = 1/3 unit

Department Head Signature __________________________________ Date ____________________

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