

Wagner College

Pre-Approval of Transfer Credit

Name: _____

Student ID#: _____

Email: _____

Phone: _____

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

Please circle which term and program:

*FALL *SPRING *SUMMER **Studying in US **Study Abroad Year: _____

Reason for taking courses elsewhere: _____

Students who wish to have the credits accepted for transfer should be aware of the following:

- It must be an approved program (study abroad or visiting student) and is valid for the semester and year indicated above. You must **attach to this form to a full copy of the course syllabus** listing the number of class hours per week.
- Must get a final grade of **“C” or better** and may count toward the students Wagner degree but is not calculated in the cumulative or the major GPA.
- After the completion of 18 units, any courses for the major would have to be from baccalaureate-granting schools and would need 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.
- Any changes to this form must be sent to and approved by Athena Turner-Frederick Registrar (a.turner-frederick@wagner.edu).
- ***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).***

Course # i.e. AN101	Course Title (from visiting institution)	Area for Gen Ed application	# of Units	For Dept. Chair /Registrar use only: Wagner College Equivalent

Student Signature _____ Date: _____

Academic Advisor’s Signature _____ Date: _____

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. Any changes to these courses must be updated with a NEW form.

Study Abroad Advisor Signature _____ Date: _____

Registrar Approval Signature _____ Date: _____