



REQUEST FOR APPROVAL OF TRANSFER CREDIT*

SUBMIT THIS FORM TO ACADEMIC.ADVISING@WHEATON.EDU

TYPICAL TURN AROUND TIME IS A WEEK, BUT CAN BE LONGER DURING PERIODS OF HIGH VOLUME

Name: _____ Student ID #: _____ Catalog Year: _____
 Major/Minor/Certificate(s): _____ Anticipated Grad Date: Month: _____ (May/Aug/Dec) Year: _____
 College You Plan to Attend**: _____ State or Country: _____
 Term You Plan to Attend (ex: Summer 202x): _____ Is the above college on semester or quarter academic year? _____

- This form expires after one year.
- Courses with a grade below "C-" are not transferrable.
- Community college courses will receive lower division credit only.
- Languages, lab science, and public speaking courses must be taught in-person (not online).
- Courses must be letter graded and not taken pass/fail.
- Grades do not transfer unless Wheaton College has an agreement with the college. (This is rare. It will be noted below.)
- Transfer courses carry only the primary Thematic Core tag.

The student is responsible for requesting an official transcript to be sent to Wheaton College Academic Advising Office when coursework is complete.

Course Information from Other Institution				How do you plan to use these credits? (Be specific on where this course should apply on your DegreeWorks record.)	Staff use only:
Subject	Course #	Title	Credit Hours		

Student's Signature

Date

Major Faculty Advisor's Signature

Other Faculty Advisor's Signature

(Typed signature(s) will not be accepted. Faculty Advisor signature required for all non-CATC curriculum.)

Academic Advising Office Use Only:

The courses requested and their application to your degree program at Wheaton are approved as noted above for a total of ____ semester hours.
 Grades _____ (Do /Do Not) transfer.

Academic Advising Office Signature: _____ Date: _____ Notes: _____

Courses taken as pre-requisite requirements of health professional programs (nursing, medical school, etc.) are generally accepted if completed at an accredited institution.

Students are responsible for verifying the course will satisfy the requirement, especially if taken online. Even if Wheaton College approves the course for transfer, the individual health profession program determines whether or not the course meets the specific requirement.

*If study abroad, complete the Transfer Credit Approval (Study Abroad).

** Use one form per college