Edgewood College
Edgewood Central- DeRicci 210
ECentral@edgewood.edu
(P)608-663-4300 (F)608-663-3495

NAME: _____

ID #: _____

PRE-APPROVAL FOR TRANSFER COURSEWORK

Please provide the following information:
1) College or University name
2) Year and term of desired attendance
3) Course number(s) and title(s)
4) Credits (please indicate if they are quarter hours rather than semester hours)
5) Edgewood requirement(s) you wish to fulfill with the transfer course(s)
6) If you wish to fulfill a major requirement, you <u>must</u> obtain a departmental recommendation <u>and</u> the signature of your advisor or departmental chairperson.

NOTE:
- **Departmental recommendation <u>does not</u> mean the course is transferable. Final approval <u>must</u> be obtained from the Office of the Registrar.**
- **Incomplete forms will be returned unprocessed.**

Undergraduate Transfer Policies:
- Courses taken with grades of 'D' or lower do not transfer. (This includes grades of 'D+')
- Courses taken as pass/fail or for credit only do not transfer without official documentation from the institution verifying the P, S, CR, or similar grade is equivalent to a grade of 'C' or better.
- Departments determine if transfer courses fulfill major or minor requirements.
- Maximum number of credits that may be transferred from all combined coursework earned at two-year institutions = _____.
- Only credits from regionally accredited institutions will be accepted.
- Transfer course grades are not included in GPA at Edgewood College.
- Students are advised not to enroll at another institution during their final semester. Requirements at Edgewood College cannot be fulfilled by a transfer course until an official transcript is received. If transcripts are received after the degree posting dates (Jan 10, May 25, Aug 25), graduation will be delayed to the next posting date.

Student Information

_____
ADDRESS (STREET, CITY, STATE & ZIP)

_____
CAMPUS MAILBOX #

_____
COLLEGE/UNIVERSITY PLAN TO ATTEND

_____
YEAR AND TERM YOU WISH TO ATTEND ABOVE SCHOOL

_____
 # OF CREDITS TRANSFERRED FROM TWO-YEAR INSTITUTIONS

Course Information

COURSE CATALOG #	TITLE	CREDITS	*MAJOR/MINOR COURSE YOU WISH TO FULFILL	FOUNDATION/TAG YOU WISH TO FULFILL	REGISTRAR APPROVAL

Signatures

_____
STUDENT SIGNATURE

_____
DATE

_____
ADVISOR OR DEPARTMENT CHAIRPERSON SIGNATURE (if fulfilling departmental requirement)

_____
DATE

_____
OFFICE OF THE REGISTRAR APPROVAL

_____
DATE

Submit to:

Edgewood College . Edgewood Central . 210 DeRicci Hall . 1000 Edgewood College Drive . Madison, WI 53711
ECentral@edgewood.edu . Phone: (608) 663-4300 . Fax: (608) 663-3495