



## PRE-APPROVAL FORM

**Guarantee of Credit Transfer from another College or University  
(Undergraduate Students Only)**

**Please read before completing this form:**

- Submit a separate form for each institution or more than four courses.
- Be sure to provide accurate course prefixes and numbers of the other institution's courses.
- Include a course description from the other institution's catalog.
- Be sure to indicate which William Penn Course requirements you intend to replace.
- Sign and date this form and submit to the Registrar's office, Penn Hall 217 [or fax 641-673-1390].
- Allow at least 48 hours for processing. You will be notified of the approval or non-approval by email.
- Be sure to have an official transcript sent to Wm Penn University with grades from the other institution.
- Check deadline for submitting graduation requirements.

Note: Pre-Approvals cannot be processed for coursework from institutions outside the U.S or for certain US institutions lacking proper accreditation status as recognized by Regional Accreditation agencies and/or the Council for Higher Education Accreditation.

**STUDENT INFORMATION:** Please use a dark pen to complete this form. Please print neatly.

Name \_\_\_\_\_ ID No. \_\_\_\_\_

Email \_\_\_\_\_ Phone no. \_\_\_\_\_

**When do you plan to take this coursework?**

Term \_\_\_\_\_ Year \_\_\_\_\_

**TRANSFER INSTITUTION INFORMATION:** Use a separate Prior Approval Form for each college/university.

University/College where course will be taken: \_\_\_\_\_

Location (city & state): \_\_\_\_\_

This institution is on the:    \_\_\_ Quarter system    \_\_\_ Semester system    \_\_\_ Other

Courses to be taken at Other Institution			William Penn Equivalent Courses to be Replaced		
Course Number Example: ENG 100	Title Example: Intro to Composition I	Credits	Dept Number Example: LDRS 101	Title Example: English Composition	OFFICE USE APPROVE/DENY

**Attach a course description from the other Institution's current catalog.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Registrar \_\_\_\_\_ Date \_\_\_\_\_