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? If this coursework finishes your degree requirements, you will also need to complete a Waiver of Residency form.

Term _____   Year _____

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

University/College/State where course will be taken: _____

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 Comp I	Credits	Dept Number Example: LDRS 101	Title Example: English Comp I	OFFICE USE APPROVE/DENY

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

Student Signature _____   Date_____

Advisor Signature _____   Date _____

Approved by Registrar _____   Date_____

Revised 10/2023