



WESTERN MICHIGAN UNIVERSITY  
Office of the Registrar

1903 W. Michigan Avenue  
Kalamazoo, MI 49008-5256  
(269) 387-4300  
wmich.edu/registrar

# Transfer Course Credit Planning and Verification Form

## Instructions for students:

1. This form is to be used by **currently enrolled WMU students** for obtaining pre-approval to transfer a course into Western Michigan University from another accredited college or university in the United States.
2. Check [wmich.edu/admissions/transfer/credit](http://wmich.edu/admissions/transfer/credit) to determine if equivalence information already exists.
3. Please attach course descriptions for each course you want approved.
4. Obtain the signature of your college advisor.
5. Return the completed form with appropriate signatures to the Registrar's Office (see address above).

Student Name (Last):	(First):	(M.I.):	WIN:
Address:	City:	State:	Zip Code:
Major(s):	Minor(s):		
Transfer Institution Name:	Transfer Institution Address:		
Term/Year you intend to attend transfer institution:	Year:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II

Transfer Course Prefix and Course Number:	Transfer Course Title:	Credit Hours:	WMU Course Prefix and Course Number:	WMU Course Title:	Credit Hours:	Dept. Approved:

## Please read and sign:

1. I have read and understand the WMU transfer policy information at [wmich.edu/admissions/transfer/whattransfers](http://wmich.edu/admissions/transfer/whattransfers).
2. I have confirmed that the transfer institution is accredited by an agency recognized by WMU.
3. I have confirmed that the transfer institution uses a semester hour system of credit. **Please note:** *If the transfer institution does not use a semester hour system of credit, speak with a credit evaluator in the Office of Admissions at WMU to verify how WMU converts those credits to semester credits.*
4. I understand that in order for the course to transfer, I must earn a minimum grade of "C" (2.00) in each approved course.
5. I understand that in order to graduate from WMU, I must complete a minimum of 30 hours through WMU. Ten of the last 30 hours must be taken at Western Michigan University.
6. Upon completion of the course(s) you wish to transfer, you must have an official transcript sent directly to: Western Michigan University, Office of Admissions, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5211.
7. Once the credit has been accepted by WMU, you will receive a copy of the credit evaluation from the Admissions office. If you have not received this in 30 days, please contact the Admissions office at (269) 387-2000.

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

College Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_