

**Student Information:**

*Please Print*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_  
 UWP Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Major: \_\_\_\_\_ Minor: \_\_\_\_\_

It is university policy that once you are a student at UW-Parkside permission is required to take courses at another institution and transfer them to UW-Parkside. UW-Parkside does not guarantee transferability of credits unless this advanced approval has been granted. Courses cannot be taken Pass/Fail or Credit/No Credit; they must be graded. **It is the student's responsibility to comply with university and department transfer and graduation requirement policies. See Summary of Credit Rules in the current university catalog for pertinent university policy information.** It is also the student's responsibility to **have an official transcript sent from the institution listed below to UW-Parkside immediately following the end of the term in which the course has been completed.**

**Course Information:**

*One course per form; Submit course description from institution's catalog/website or copy of appropriate TIS page with this form.*

College/University: \_\_\_\_\_ Location (City, State): \_\_\_\_\_  
 Dept/Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credits: \_\_\_\_\_  
 Year & Term of Intended Enrollment: \_\_\_\_\_  
 Reason for taking the course off campus: \_\_\_\_\_

Only courses fulfilling a need/requirement toward a degree/program will be approved.  
**Submit this request to the Office of Admissions-New Student Services in SC D105. Please allow up to 14 business days for processing. Form will be returned to your UW-Parkside email address**

**PORTION BELOW TO BE COMPLETED BY UWP STAFF:**

**General Education Requirement** Approved by Admissions Office: \_\_\_\_\_  
 Specific area intended: \_\_\_\_\_ Comment: \_\_\_\_\_

**Skills Requirement (Reading/Writing, Math)** Approved by Admissions Office: \_\_\_\_\_  
 Specific area intended: \_\_\_\_\_ Comment: \_\_\_\_\_  
 Equivalent UWP course: \_\_\_\_\_

**Foreign Language Graduation Requirement** Approved by Admissions Office: \_\_\_\_\_  
 Equivalent UWP course: \_\_\_\_\_ Comment: \_\_\_\_\_

**Major/Minor/Concentration Requirement** Approved by Department: \_\_\_\_\_  
 Equivalent UWP course: \_\_\_\_\_ Approved by Admissions Office: \_\_\_\_\_  
 Department Elective: \_\_\_\_\_ Comment: \_\_\_\_\_

**Nursing Requirement** Approved by Department: \_\_\_\_\_  
 Equivalent UWP course: \_\_\_\_\_ Approved by Admissions Office: \_\_\_\_\_  
 Equivalent UW-Mil course: \_\_\_\_\_ Comment: \_\_\_\_\_  
 Department Elective: \_\_\_\_\_

**Repeat of a UW-Parkside Course** Approved by Admissions Office: \_\_\_\_\_  
 Equivalent UWP course: \_\_\_\_\_ Comment: \_\_\_\_\_

**General Elective** (*Does not fulfill any requirement; does count toward 120 credits required for degree*) Approved by Admissions Office: \_\_\_\_\_  
 Comment: \_\_\_\_\_  
 Equivalent UWP course: \_\_\_\_\_

**Denied:**

**OFFICE USE ONLY:** DATE APPROVAL EXPIRES: \_\_\_\_\_