



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH
TRANSFER CENTER

**Petition for Acceptance of Credit Earned at Institutions
Not Accredited by Regional Accrediting Associations**

Western Kentucky University accepts credit from other institutions if the institutions have met the accrediting standards of the appropriate regional accreditation association. Students who previously earned course credit from a non-regionally accredited institution may petition for recognition of that credit. Consideration will be given to courses whose content suggests competencies at least equivalent to courses offered by Western Kentucky University.

This form must be completed to petition that such credit be accepted. One form is required for each course petitioned for acceptance. Credit will be recorded on a student’s academic record only after the WKU academic department head has reviewed the course content. It is the student’s responsibility to provide all necessary documents to the department head for request for approval. This form, a course description, and course syllabus should be presented to the head of the department in which the course is offered at WKU. A possible interview may be required. The Transfer Center will not make any changes without the form returned and signed by the department head.

Name of Student: _____ Student ID Number: _____

Transfer Institution Name:			
Department	Course Number	Transfer Course Title	Semester Hrs

Academic department head should complete the following:

WKU course for which transfer equivalent is recommended:			
Department	Course Number	WKU Course Title	Semester Hrs

- Approved for ALL Students
- Approved for This Student ONLY
- NOT Approved for Credit

Head, Department of _____

Signature Date

Following the department head’s review, please forward this form to the Transfer Center, Downing Student Union 2135. If you have questions regarding this petition please call the Transfer Center at 270-745-2178.

The Spirit Makes the Master