

# LAKELAND COLLEGE KELLETT SCHOOL OF ADULT EDUCATION

## Application for Prior Approval of Transfer Credit

This form may be used by students who are currently enrolled, or who anticipate enrolling in any of Lakeland College's Kellett School of Adult Education program. A signed copy of the form guarantees the future transferability of credit you plan to earn at an institution other than Lakeland College.

I currently attend:  Central Wisconsin Center  Chippewa Valley Center  Fox Cities Center  Green Bay Center  
 Kohler Co.  Madison Center  Milwaukee Center  Sheboygan Center

I. \_\_\_\_\_  
(Date) (Name) (SSN/ID#)

\_\_\_\_\_  
(Address) (City) (State) (Zip)  
Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_\_) \_\_\_\_\_  
Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever registered for a Lakeland College course?  Yes  No

I am enrolled/will enroll at \_\_\_\_\_  
(Name of College, University or Technical School)

during the \_\_\_\_\_ term, \_\_\_\_\_ and will be taking the following course(s):  
(Spring, Summer, Fall) (year)

\_\_\_\_\_  
(Course Number) (Course Name) (Credits)

\_\_\_\_\_  
(Course Number) (Course Name) (Credits)

<b>OFFICE USE ONLY</b>
_____ (Transfers as)
_____ (Transfers as)

II. Upon receipt of an official transcript, the course(s) listed above will be accepted in transfer providing:

1. A grade of "C" or better is earned in each course indicated.
2. The total credit transferred from one institution or any combination of institutions (accredited to offer a degree no higher than an Associate Degree) does not exceed one half of the total number of credit hours required for graduation at Lakeland College.
3. The credit transferred from each course indicated does not exceed 8 of the last 40 semester hours of credit to be earned toward the Lakeland College degree.
4. Courses do not duplicate the courses for which you have already received credit.

\_\_\_\_\_  
Approved by Registrar's Office

\_\_\_\_\_  
Date

Please return the completed form to your Advisor.