

CECS Co-Enrollment Verification Form

Clearly state the course you would like to have evaluated **AFTER** you have met with your academic advisor. If additional space is required for your comments, please attach your statement to this form. *International students may ONLY enroll at ONE school, in addition to Wright State University* (WSU). All supporting documents should be attached to this form and submitted to your advisor.

□ Kuwait Cultura	l Office	□ Saudi .	_	onsoring Ager Cultural Mis	-) □ Other <u> </u>				
Today's Date Majo							Anticipated Graduation Date				
			Name: First Name:				ame:				
Email Address:	Number of WSU credits complete			pleted	Current WSU GPA						
University/College y	you will at	tend:									
City:			State/Country:			Is it an online/hybrid course? YES NO					
When do you plan	to take the	e course?	FALL	SPRIN	NG [] SUI	MMER	YEAR_			
Trans	What I hope the WSU equivalent will be: (To be filled out by the student)			Departmen Recommended Equivalency		tal Use Only Approved/Denied					
Course Title Hours Course Numb					Hours		_	WSU course			
Calculus & Analytical Geometry	3	MTH 2270	M	TH 2300	3		THE STATE OF THE S		PP [
Please check the appropriate box This course is required for my degree: This course requires a prerequisite. If yes, the prerequisite is Yes □ No □ I have successfully completed the prerequisite course If yes, the semester and year the course was completed I am in the process of completing the prerequisite (Approval for a course will not be given until the prerequisite is completed) This letter will be emailed directly to your cultural advisor. Please print legibly: Cultural Embassy Advisor Name Cultural Embassy Advisor Email I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from co-enrolling in another institution.											
Student's Signature Date											
DEPARTMENTAL USE ONLY											
Transfer Course Credit WSU Course WSU Course Credit Number Hours Number Title Hours] □ N/A □	
I am approving the student to co-enroll for the above class Yes N Comments:									No [3	
Comments:											
Advisor's Signature: Date:											

WRIGHT STATE UNIVERSITY College of Engineering and Computer Science

CECS Co-Enrollment Verification Form

ATTENTION! PLEASE READ & MAKE SURE YOU HAVE DONE THE FOLLOWING:

This form is for <u>currently enrolled students (who are sponsored)</u> and would like to take a course at another institution and require a letter for your cultural embassy. You must complete this form **BEFORE** co-enrolling. **Incomplete forms** will not be accepted!

- **STEP 1:** Attach the following documents to this form:
 - a. Course description or syllabus (for engineering courses) for the requested course from the other institution*
 - b. Degree planning worksheet to demonstrate necessity
 - * All engineering courses are required to be taken at a school that is accredited by The Accreditation Board for Engineering and Technology (ABET). For a list of these schools, please go to:

 http://main.abet.org/aps/Accreditedprogramsearch.aspx.
- **STEP 2**: Submit the completed form to your academic advisor with the required documents attached. **Allow 5-7 business days for a response to your request.**

STEP 3: Upon completion of this course work, please have the Registrar at the visiting school send an official transcript to:

Wright State University Office of Undergraduate Admissions 3640 Colonel Glenn Hwy Dayton, OH 45435-0001

The transcript must be from the university or college listed on page 2 of this form. Until official transcripts are received, no credit hours for courses may be conferred. Grades do not transfer and thus will not be included in your GPA.

By completing this form, you agree to the following procedure and statement:

Concurrent enrollment can be no more than 6 credit hours outside of Wright State University. International students can only be enrolled at ONE school, in addition to Wright State University. International student should take a minimum of 12 credit hours during fall and spring semester. Initial Here______

A letter verifying that the credit will transfer will only be written if:

- The student has completed their mandatory advising appointment
- The course is not offered on our campus in a given term and it is needed for the following semester
- The student is prevented from a course in the proper sequencing required for the program of study
- The student has a GPA of at least a 2.5.
- The student has completed the pre-requisite for the requested course. A course to be taken outside of WSU will not be approved until the pre-requisite is successfully completed.
- The student has completed a minimum of <u>one</u> semester at Wright State University (LEAP is not part of the academic program).

If the course is deemed to be equivalent of the suggested WSU course, your academic advisor will email your embassy advisor directly and include you in that email. April is the busiest month, so the earlier you submit the form, the faster the turn-around time will be.

Please note, any modification to the degree curriculum must be approved by your advisor