

CECS Co-Enrollment Verification Form

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

This form is for **currently enrolled students (who are sponsored)** 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:

- Course description or syllabus (for engineering courses) for the requested course from the other institution *
- 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 one 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