

# Professional Education Admission Checklist

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program Requested: \_\_\_\_\_

This form is used by the Winther Hall Information Desk when evaluating Admission to Professional Education application forms. Faculty can use this as guidance

**READ**

You are student Employees and do NOT have the authority to determined course by their name. If a student holds a degree or transfers to UWW, then the course must have the exact title and exact course number listed on the UWW transcript and/or AR. You are not to determine if post-bacs meet the requirements or that a transfer course will transfer here. Students concurrently enrolled at another institution must meet with Steve Kruse to obtain written approval on the Professional Education Transfer Application form for these courses.

Requirements	Passed or Concurrent Enrollment	Transfer Course or Waive/Subst (must have attachment)	Not Attached to Application Packet (Do not accept application)
<b>Major on AR: _____</b>  <b>**If AR not the same as Program Requested, a Major/Minor change form is required.</b>			
Speech (must have a C or better)			
EDFOUND 210 O&P (must have a C or better)			
EDFOUND 222/212/481 (must have a C or better)			
EDFOUND 243 (must have a C or better)			
Portfolio			
Combined Cumulative Credits <b>(do not determine for post-bacs)</b>			
Combined Cumulative GPA <b>(do not determine for post-bacs)</b>			
Academic Forgiveness <b>(Ignore if not applicable)</b>			
Reading-PPST			
Writing-PPST			
Math-PPST			
Phase 1 Meeting			
Phase 2 Meeting			
350 Experience Hours			
Processed By: _____			

**READ!**

Do not accept incomplete applications!!! If you are uncomfortable in turning away any application, please get Steve for assistance.