## Transfer Credit Petition

**Instructions:** Students planning to attend another institution and transfer their coursework back to Muskingum University are encouraged to get approval from the registrar **before** enrolling at the other institution. Please complete this petition, attach photocopies of course descriptions and submit it to the Registrar's Office, 119 Montgomery Hall. You will receive a response within two weeks.

Student: _________________________________________________________    ID.NO: ________________

Email: ___________________@muskingum.edu

Institution you plan to attend: __________________________________Semester or Quarter Hour system__________

When do you plan to attend? ______________________________

Is this a study abroad program?  ☐ Yes  ☐ No  ☐ Exchange program?  ☐ Yes  ☐ No

Please list the course(s) you plan to enroll in and **attach a copy of the course description(s):**

<table>
<thead>
<tr>
<th>Department, Course # and Title</th>
<th>Course Credits</th>
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**Certification:** I understand that Muskingum University: 1) will transfer only course work in which I earn a grade of ‘C’ or better, 2) will reduce quarter hours by 1/3 (i.e. 3 quarter hours transfer as 2 semester hours), 3) may not transfer course work to meet LAE or major requirements unless approved in advance, and 4) will not transfer course work that is remedial/technical in nature or repeats course work already earned.

**If you are a senior, you must complete a senior residency waiver before taking classes at another institution.**

Signature: ___________________________________________ Date: _________________________

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**Office Use Only:**

Course work listed above is ☐ disapproved ☐ approved as follows: ☐ approved number of credit hours

__________________________ = ____________________________

__________________________ = ____________________________

__________________________ = ____________________________

Registrar’s Office: ___________________________________________ Date: ________________