Transfer Credit Petition
Muskingum College

Instructions: Students planning to attend another institution and transfer their course work back to Muskingum College 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: ___________________________________________________________

When do you plan to attend?  ❑ Fall semester/quarter 200___  ❑ Winter quarter 200___
                             ❑ Spring semester/quarter 200___  ❑ Summer session/quarter 200___

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):

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<th>Department, Course # and Title</th>
<th>Course Credits</th>
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Certification: I understand that Muskingum College: 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: __________________

Please Do Not Write Below This Line

Course work listed above is  ❑ disapproved
                             ❑ approved as follows:

______________________________=______________________________
______________________________=______________________________
______________________________=______________________________

Registrar's Office: ___________________________ Date: ____________