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):**

Department, Course # and Title	**Course Credits**
_____	_____
_____	_____
_____	_____

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: _____