Transfer Credit Petition

Instructions: Students planning to attend another institution and transfer their course work 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. In most cases, you will receive a response within two weeks.

Student: _______________________________ ID.NO: ___________
Email: ____________________________@muskingum.edu Major: __________________________

Institution you plan to attend: ___________________________ Semesters ☑ Quarter ☐
When do you plan to attend? ____________________________
Is this a study abroad program? ☑ Yes ☐ No Exchange program? ☑ Yes ☐ No

Please list the course(s) in which you plan to enroll 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:

- will only accept course work in which a passing grade is earned
- may not transfer course work to meet major requirements unless approved by department (see department for minimum grade requirements for major)
- may not transfer course work to meet Gen Ed requirements unless approved in advance
- will not transfer course work that repeats course work already earned
- will reduce quarter hours by 1/3 (i.e. 3 quarter hours transfer as 2 semester hours)
- will not transfer course work that is remedial/technical in nature
- will not transfer course work to meet Gen Ed requirements unless approved in advance

By signing below, I certify that I have read and understand the above statement.

Signature: ______________________________ Date: ______________
Advisor Signature: ______________________________ Date: ______________

Office Use Only:
Course work listed above is ☐ approved ☐ disapproved approved number of credit hours

_________________________________ = __________________________
_________________________________ = __________________________
_________________________________ = __________________________

Registrar's Office: ______________________________ Date: ______________