

MUSKINGUM

U N I V E R S I T Y

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 Quarters

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):

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

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

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	<input type="checkbox"/> disapproved	approved number of
	<input type="checkbox"/> approved as follows:	credit hours
_____	=	_____
_____	=	_____
_____	=	_____

Registrar's Office: _____ Date: _____