

MILLERSVILLE UNIVERSITY

Authorization for Transfer of Credit

Student Instructions:

1. Discuss your plans with your adviser. Provide a catalog course description for courses from a non-PA school.
2. Obtain signatures from your adviser and the department chairperson of your major.
3. Return this form to the Registrar's Office. If approved, Registrar's Office personnel will affix school seal to make authorization an official document, and mail two copies to you at the address listed on form.
4. Present signed, sealed form to the appropriate official at the institution you plan to attend.
5. Upon completion of course work, you must have an official transcript sent to: Transcript Evaluator, Registrar's Office, Millersville University, P.O. Box 1002, Millersville, PA 17551-0302.

Eligibility:

- See latest Millersville University catalog for policies regarding "Study at Another Institution" and "Transfer of Credit."
- a. Credit must be earned on the campus of a regionally accredited institution.
 - b. If you transferred to Millersville, you are required to take a minimum of 30 credits and 50% of the major in residence. This policy may preclude you taking additional transfer credits.
 - c. Courses taken at Millersville may not be repeated at another institution. This policy applies whether the course has been passed or failed.
 - d. Transfer credit will be awarded only for authorized courses in which a grade of "C-" or higher is earned; grades of "D" may be transferable from PA community colleges and from other State System universities.
 - e. Transfer credits and grades are not used in computing the Millersville GPA, except for graduation honors.

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Please Print

STUDENT NAME _____ ID NO _____

MAILING ADDRESS _____
Street City State Zip

COLLEGE OR UNIVERSITY YOU PLAN TO ATTEND _____

TERM _____ YR _____

This certifies that the above student is regularly enrolled at Millersville University and that he/she is hereby authorized to pursue courses at your institution. This authorization is valid only if the form is signed and the university seal has been affixed.

Courses Authorized are:
(Subject, No. - Short title)
Example: SPCH 101 Eff Speaking

To be credited at MU as:
(MU Equivalent - Subject, No.)
Example: Comm 100

Adviser Date

Major Dept. Chair. Date

Transcript Evaluator
Registrar's Office Date

(SEAL)
Date Affixed _____