

Millersville University

Authorization for Transfer of Credit

Undergraduate Students only

Domestic U.S. Courses only.

Student Instructions:

1. Discuss your plans with your adviser.
2. Check the Transfer Equivalency lists on the Registrar's Office web site for an MU equivalent to the course you plan to take. If none is found, provide a catalog course description for that course.
3. Obtain signatures from your adviser and the department chairperson of your major.
4. Be CLEAR in the MU Equivalent section where the course is required, if it is not a specifically required course on your degree audit (i.e. G1, G2, G3, minor elective, elective needed for 120, pre-req to a required course, etc). Courses which do not fit into your Course Program of Study cannot be approved for financial aid eligibility purposes. See Financial Aid webpage for more details.
5. Return this form to the Registrar's Office for review. If approved, Registrar's Office personnel will sign and return the approved form to you and your advisor at your millersville.edu email address.
6. If required, present approved form to the appropriate official at the institution you plan to attend. If a sealed copy is required, please request via registrar@millersville.edu. Otherwise, hard copies will not be mailed.
7. **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 or sent electronically to registrar@millersville.edu**

Eligibility:

See the latest Millersville University catalog for policies regarding "Study at Another Institution" and repeating courses.

- a. Credit must be earned on the campus of a regionally accredited institution (not through a study abroad program).
- b. If you transferred to Millersville, you are required to take a minimum of 30 credits and 50% of the major (and minor) in residence. 30 of your last 60 credits must also be from Millersville to meet residency requirements. These policies may preclude you from taking additional transfer credits.
- c. Courses for which you earned a grade (except W-withdraw) 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 passing grade is earned.
- e. Transfer credits and grades are not used in computing the Millersville GPA.

Please Type or Print Legibly

Student Name: _____

ID: _____

Term & Year: _____

College or University you plan to attend: _____

Check here to confirm this is credit not earned through study abroad program. If you are seeking approval for transfer of credit for a study abroad program through another U.S. Institution or an international institution, you must complete transfer authorization through the office of Global Education as stated in the Governance & Policies.

Courses Authorized are:
(Subject & Course Number & Title)

To be credited at MU as:
(MU Equivalent)

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 by all parties below.

Adviser Signature & Date

Department Chair Signature & Date

Assist. Registrar Signature & Date