

REQUEST TO TAKE COURSE AT ANOTHER INSTITUTION TO COUNT TOWARD CERTIFICATION PROGRAM REQUIREMENT

For Post-baccalaureate Certification Students Only

This form must be fully approved at least 5 business days prior to course start date. Request will not be accepted without all approvals on this form regardless of student registration and payment status at the other named institution.

STUDENT: Fill out the following fields and forward to your advisor, along with catalog description of course(s).

STUDENT NAME: _____ STUDENT ID#: _____

EMAIL: _____ PROGRAM: _____

I am requesting permission to take the following course(s) at: _____

I understand that I must earn a grade of "B" or better to have the credits transferred to my certification program. I also understand that it is my responsibility to have an official transcript showing completion of the course sent directly to the Certification Office, Millersville University, P. O. Box 1002, Millersville, PA 17551-0302. Course credit will not be given without an official transcript on file in the certification office.

Subject	Course #	Title	Credits	Start Date	Apply to which requirement in current program?
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Date Submitted: _____ Advisor name: _____

ADVISOR: If you are in support of this request, fill in your name/signature and date below, add current graduate program coordinator name, and forward to Amanda.Amspacher@millersville.edu, who will collect signatures from the Program Coordinator and Dean using DocuSign.

Advisor Approval: _____ Date: _____

Comments: _____

Program Coordinator Name (may be same as advisor)

APPROVALS

Prog. Coord.: Approved: _____ Not Approved: _____ Comments: _____

Program Coordinator Signature

Date

Grad. Dean: Approved: _____ Not Approved: _____ Comments: _____

Graduate Dean Signature

Date

Approved form will be routed to Certification Office who will update student record.

Copies will be sent to Advisor, Program Coordinator, Student.