

Effective: October 1997

**Academic Policy
STUDY at OTHER INSTITUTIONS**

Approved: October 1997
Revised: Spring 2000
Reviewed: June 1, 2007
Deans' Council, Faculty Senate

Undergraduate Students

Any student who wishes to pursue any part of Millersville's program at a different institution will be required to secure approval in advance from the adviser, the department chairperson and the Registrar. Authorization for Transfer of Credit forms are available from the Registrar's Office and should be filed with the Office after approvals have been obtained.

Courses failed at Millersville may not be repeated at another institution. Students are advised to consult the Undergraduate Catalog to review the Repeat Policy and the Transfer Credit Policy, as well as the Study Abroad Policy in the case of anticipated study at an international institution, for additional information.

Graduate Students

Any student who wishes to pursue any part of Millersville's program at a different institution will be required to secure approval in advance from the adviser, the graduate program coordinator, and the Dean of Graduate Studies and Research. Approval forms are available in the Office of Graduate Studies and Research and on the graduate studies webpage.

Courses failed at Millersville may not be repeated at another institution. Students are advised to consult the Graduate Catalog to review the Transfer of Credit Policy for additional information.