

Millersville University

College of Graduate Studies and Adult Learning

Request to Take Course at Another University for Transfer of Credit Back to Millersville University*

*This form must be received by the graduate office, signed by all appropriate parties at least 5 business days prior to date of required processing. Courses are not approved to transfer without all signatures on this form regardless of student registration or payment status from the other named institution.

Student's Name

Student I.D. Number

Email Address

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

(Name of Institution) during the (semester) of (year).

Please be aware that according to graduate academic policy, courses in which you have earned grades of C+, C, C- or F at Millersville University, may not be made up at another institution. They will not be accepted for transfer. A catalog description of the course(s) listed above is attached to this request. This request has the recommendation of my adviser and the graduate program coordinator of my program. A letter verifying my status in the graduate program will be sent to the institution noted above and the financial aid office, only if specifically requested. I have been advised that I must earn a grade of "B" or better to have the credits transferred to my degree program. I also understand that it is my responsibility to have an **official transcript** of the course work sent directly to the College of Graduate Studies and Adult Learning so that a note of these transfer credits can be made on my Millersville University transcript.

Student's Signature

Date

To be completed by student		
Course Number	Title	Credits

To be completed by adviser
M.U. Equivalent/Elective

Adviser's Signature

Date

Graduate Program Coordinator's Signature

Date

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This recommendation is Approved Not Approved.

Comment:

Graduate Dean's Signature

Date

10/10

Distribution: Graduate Office/Original - Adviser's Copy - Student's Copy
Registrar's Copy (after grade has been awarded)