

REQUEST TO TAKE COURSE AT ANOTHER UNIVERSITY FOR TRANSFER OF CREDIT BACK TO MILLERSVILLE UNIVERSITY

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

Student is advised 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.

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 at: _____

I understand 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 showing completion of the course sent directly to the Registrar's Office at Millersville University for transfer credit to be applied.

Subject	Course #	Title	Credits	Start Date	Apply to which requirement or elective 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: _____

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 Registrar who will update student record.
 Copies will be sent to Advisor, Program Coordinator, Student.