



MU.A23
DATE ISSUED: 8/89
DATE REVISED: 04/16

REQUEST TO TRANSFER CREDIT

INSTRUCTIONS: Print/type clearly all information requested. Prior to registering for these courses please secure all appropriate signatures before returning form to the Registrar's Office, 224 South Hall. For questions, please call (570) 662-4204. *This form notes transferability of courses back to Mansfield University. If you plan to use these courses to complete your MU degree off-campus, you must seek approval by petition through the Registrar's Office. Course transfer approval does not automatically approve completion off-campus.*

LAST NAME FIRST MI MU STUDENT ID CURRENT MAJOR ANT GRAD DATE

CAMPUS OR LOCAL ADDRESS LOCAL PHONE OR CELL #

PERMANENT ADDRESS EMAIL ADDRESS

INSTITUTION WHERE COURSE(S) ARE TO BE TAKEN: _____

INSTITUTION ADDRESS: _____

DATE ATTENDING ABOVE INSTITUTION: FROM _____ TO _____

Mansfield University does not accept in transfer more than 67 semester hours of coursework from a two-year institution.

COURSE #	COURSE TITLE	MU EQUIVALENCY (OFFICE USE ONLY)

I FULLY UNDERSTAND THAT: (1) final acceptance of transfer credit rests with Mansfield University; (2) before credit is approved a current catalog from the transferring institution may be required; (3) a minimum of a "C-" grade is required, and (4) credit is granted only after an official transcript has been received by Mansfield University's Registrar's Office, 224 South Hall.

ADVISOR SIGNATURE (optional)

APPLICANT SIGNATURE

DATE

TRANSFER CLERK/ EVALUATOR *DATE

**VOID one year after date of approval.*

This person is in good academic standing at Mansfield University and has received permission to transfer to M.U. the course(s) listed above. If a student falls below minimum academic standards, this contract is considered to be void.

APPROVAL OF TRANSFER CREDITS DOES **NOT** NEGATE MANSFIELD UNIVERSITY'S "GRADUATION REQUIREMENTS" AS FOLLOWS:

- Minimum 25% (30 credits) of total degree credit requirements must be completed at Mansfield University
- Minimum 50% of their major courses must be completed at Mansfield University
- Minimum of 42 credits completed at the Upper Division (2800 & above)
- Completion of a Minor or 2nd year Language Proficiency for BA degree