

# Transfer Credit

## 1. Evaluation of Transfer Credits for Incoming Students

### a. Policy for Transfer Students:

Any student who has taken work at another institution(s), applies to Messiah College and desires that work transferred to Messiah, must have the previous institution(s) send an official transcript of work to Messiah College to be evaluated by the Registrar's Office.

### b. Procedure:

- (1) When a student applies, he or she requests the former college to send an official transcript of work to the Registrar's Office.
- (2) The Registrar evaluates the transcript on a course-by-course basis. Only those courses in which a grade of C (2.00) or better has been earned are eligible for transfer. The Registrar sends the student a written report of credit accepted in transfer. The student's advisor will also receive a copy of this report.
- (3) The Registrar is available to discuss or clarify the evaluation of credits for the student.

### c. Rationale: This policy has been instituted to insure that transfer students have done satisfactory college-level work appropriate for transfer credit. It also provides students with a clear understanding of how much work is needed to complete degree requirements. The evaluation of transfer credit is often instrumental in the decision whether or not to transfer.

## 2. Approval of Transfer Credit for Currently Enrolled Students

### a. Policy:

A student who is currently enrolled at Messiah, but planning to take summer courses at another institution, must check the online Course Equivalence Database. If the course is not listed there, they must complete a Transfer Credit Approval Form prior to enrolling. A student should first obtain the approval of his or her advisor, department chair (if necessary), and the Registrar, in order to verify that the courses taken will meet specific major or general education requirements or will be considered as elective credit. Only courses in which grades of "C" or better will be transferred. Approved course work will be designated on the transcript as "Transfer Credit" with the number of credits earned. Course titles and grades earned will not be listed. Grades will not be included in the student's term or cumulative grade point average.

### b. Procedure:

- (1) Check the online Course Equivalence Database.
- (2) If the course is not listed there, the student obtains a form for Transfer Credit Approval from the Registrar's Office
- (3) Complete the form, and obtain the signatures of advisor and department chairs if applicable.
- (4) Submit the completed form and course descriptions of requested courses to the Registrar's Office.
- (5) Upon approval, the Registrar will return one copy to the student, one to the advisor, and retain one in the student's academic file
- (6) After the course is completed, the student must request that institution to forward an official transcript to Messiah College, Office of the Registrar, Box 3007.

### c. Rationale: This procedure has been instituted to assure both the student and Messiah that courses taken at another institution during the summer will meet specific requirements.