



Registrar, School of Graduate Studies, Suite 3040
 Office of Graduate Admissions, Suite, 3060
 One College Avenue
 Mechanicsburg, PA 17055

gradregistrar@messiah.edu
gradprograms@messiah.edu

Graduate-Level Transfer Course Approval

This form will be used for (please check one): Course work already completed Pre-authorization of transfer course work yet to be taken
 (This form must be completed for each institution from which a student plans to transfer courses.)

Student Name: Text Here	Student ID: Text Here
Degree and Track: Text Here	
Transfer Institution Name: Text Here	

TO BE COMPLETED BY THE STUDENT:

Courses Requested for Transfer:

TO BE COMPLETED BY THE PROGRAM DIRECTOR:

Approval and Course Evaluation:

Course Discipline and Number	Title	Credit	Attend Dates		Approval	Apply To:	Messiah College Course Equivalent
Text Here	Text Here		Text Here		<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Core <input type="checkbox"/> Track/Conc.	Text Here
Text Here	Text Here		Text Here		<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Core <input type="checkbox"/> Track/Conc.	Text Here
Text Here	Text Here		Text Here		<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Core <input type="checkbox"/> Track/Conc.	Text Here
Text Here	Text Here		Text Here		<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Core <input type="checkbox"/> Track/Conc.	Text Here

(Students, continue to next page)

Program Director's signature (required):

_____ **Date**



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TO BE COMPLETED BY THE STUDENT:

My official transcript for transferred courses (*please check one*):

- Was already submitted at time of application to Graduate Admissions and should be on file.
 Will be sent to Messiah College Registrar's Office (gradregistrar@messiah.edu) at my request upon completion of the course(s).

I am aware of the following policy and procedure for transfer credit:

- *Only courses and credits transfer, not grades.*
- *Transferred courses may not be used to replace a course already completed at Messiah.*
- *The course work must be completed from a regionally accredited institution.*
- *The credits are graduate level.*
- *A minimum grade of "B" must be earned for each transferred course.*
- *Transferred credits must be completed within the last seven (7) years.*
- *The course(s) is not required to be completed at Messiah and does not exceed the maximum allowed in my program.*
- *I will provide a course description and/or syllabus to the Program Director so the course may be evaluated.*

Student's Signature (required): _____ **Date:** _____

This form should be forwarded to the registrar's office upon completion, who will update the student's academic record and degree audit once the form and transcript are received.

New students may direct process/procedure questions regarding transfer credit to Allan Mathew, Director of Graduate Enrollment, at gradprograms@messiah.edu or (717) 796-5061. Current students may direct process/procedure questions to Paula Maynard, Associate Registrar, School of Graduate Studies, at gradregistrar@messiah.edu or (717) 796-1800 ext. 7347.

The Transfer Credit Policy, including the number of allowable transfer credits and courses which must be completed at Messiah College, can be found online in the School of Graduate Studies catalog.