



Office of the Registrar, Suite 3007  
Office of Graduate Admissions, Suite, 3060  
One College Avenue  
Mechanicsburg, PA 17055

registrar@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.)

<b>Student Name:</b>	<b>Student ID:</b>
<b>Degree and Track:</b>	
<b>Transfer Institution Name:</b>	

### TO BE COMPLETED BY THE STUDENT:

#### Courses Requested for Transfer:

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

(Students, continue to next page)

### TO BE COMPLETED BY THE PROGRAM DIRECTOR:

#### Approval and Course Evaluation:

**Program Director's signature (required):**

\_\_\_\_\_ **Date**



Office of the Registrar, Suite 3007  
Office of Graduate Admissions, Suite, 3060  
One College Avenue  
Mechanicsburg, PA 17055

registrar@messiah.edu  
gradprograms@messiah.edu

## Graduate-Level Transfer Course Approval

### 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 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. The registrar's office 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 Matt Reitnour, Director of Graduate Enrollment, at [gradprograms@messiah.edu](mailto:gradprograms@messiah.edu) or (717) 796-5061. Current students may direct process/procedure questions to Paula Maynard, Associate Registrar for Graduate Programs, at [gradregistrar@messiah.edu](mailto: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.