

Messiah University Approval for Transfer Credit

Name _____ I.D. Number _____ Box Number _____

Major _____ Minor _____

Dates You Plan to Attend Fall _____ (year) Spring _____ (year) Summer _____ (year)

College/University You Plan to Attend _____ City, State _____

Course Number	Title	Credit	Messiah Course Equivalent	Apply To	Approval (If major or minor, advisor must initial here.)
_____	_____	_____	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> QuEST <input type="checkbox"/> Elective	_____
_____	_____	_____	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> QuEST <input type="checkbox"/> Elective	_____
_____	_____	_____	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> QuEST <input type="checkbox"/> Elective	_____
_____	_____	_____	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> QuEST <input type="checkbox"/> Elective	_____
_____	_____	_____	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> QuEST <input type="checkbox"/> Elective	_____
_____	_____	_____	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> QuEST <input type="checkbox"/> Elective	_____

Credit will be granted for transfer work in which grades of "C" or better are earned from a regionally accredited institution.

Student Agreement: I have read and understood the instructions and policies on the reverse side of this form. _____
Student Signature Date

The signatures below verify approval of courses for transfer to Messiah University. Advisor signature indicates review of advisee's intentions. Advisor approvals for major course requirements has been made with the counsel of the Department Chair.

Advisor's Signature _____ Date _____ Print Advisor's Name _____ Advisor Box # _____ Registrar's Signature _____ Date _____

Messiah University

Instructions for Transfer Credit Approval

Approval for Major Requirements

Submit this form and course descriptions from the transfer school catalog to your advisor indicating the requirement to be met. Your major or minor advisor should review the course(s) and if approved, indicate as such in the approval column and sign the form. Return the form to the Registrar's Office for final approval.

Copies will be sent to you and your advisor. The original will be retained in your student file.

Approval for QUEST or Elective Credit

Obtain your advisor's signature, then submit this form and course descriptions from the transfer school catalog to the Registrar's Office. The Registrar will indicate if the courses are approved and return a copy to you. One copy will also be sent to your advisor and the original will be retained in your student file.

Grade Requirement for Transfer

Credits will be granted for transfer work in which grades of "C" or better are earned from a regionally accredited institution only. If you have questions about this, please contact the Registrar's Office.

The number of transfer credits earned and the name of the institution will be indicated on the Messiah University transcript. Individual course titles and grades will not be listed. Grades for transfer courses are not included in your grade point average. The policy on repeating courses in order to improve the student's grade point average does not apply to transfer credit.

Semester-Long Transfer

If you are planning to transfer to another institution for an entire semester, you must withdraw from Messiah University. The exception to this is in the case of an approved exchange or off-campus program. The withdrawal form is available on Self-Service Banner, Student Records Menu. Your status as a Messiah University student will be interrupted. It will be necessary to apply for readmission in order to resume your studies and status as a Messiah University student. You should contact the Financial Aid Office to determine the impact this may have on your financial aid package.

Summer Courses

It is not necessary to withdraw from Messiah in order to take summer courses at another institution if you plan to return for the fall semester.

Student Responsibility

Your signature verifies that you have read and understand the instructions on this page.

If the University you are planning to attend requires written approval from Messiah University, please send a copy of this form after all signatures have been obtained.

Request an official transcript of completed work be sent directly to Messiah University Registrar's Office, One University Avenue Suite 3007 Mechanicsburg PA 17055.