

# MUHLENBERG COLLEGE

PRINT NAME			
BERG ID, NUMBER			
EXPECTED GRADUATION	TERM AND YEAR OF COURSE		
CAMPUS BOX NUMBER			

## TRANSFER COURSE AUTHORIZATION

It is a fairly common occurrence for Muhlenberg students to supplement their academic experience here by engaging in studies away from our campus. Almost all courses taken elsewhere must be *transferred* to Muhlenberg College. Courses offered through the Lehigh Valley Association of Independent Colleges (LVAIC) consortium and any course offered away from campus, but specifically identified in the college catalog, such as the London Theatre Program at Goldsmith's College, the Maastricht Education Abroad program, or the Washington Semester, are the only exceptions.

### BEFORE YOU ENROLL A COURSE ELSEWHERE:

- Obtain course descriptions for any course(s) that interests you at another institution.
- Discuss your plans for completing coursework elsewhere with your academic advisor. Secure his or her signature before you proceed.
- Visit the academic department that would be most likely to offer the course if it was offered here. The department chair is responsible for the decision to approve or deny coursework for transfer to Muhlenberg.
- Return the completed Transfer Course Authorization to the Office of the Registrar.

### AFTER YOU COMPLETE THE COURSE:

- Forward an official academic transcript to Muhlenberg. Please direct academic transcripts to Muhlenberg College, Office of the Registrar, 2400 Chew Street, Allentown, PA 18104. No outside coursework will be posted to your Muhlenberg records until we receive an official academic transcript from the institution you attended.

### MORE INFORMATION YOU SHOULD KNOW:

- No more than 17 transferred course units may contribute to the 34 course units required to earn a bachelor's degree at Muhlenberg. The college will accept no more than five (5) transfer course units during a traditional academic term (fall or spring), while four (4) course units is the limit for any type of summer term.
- Only courses for which you have earned a "C-" or better will be considered for transfer to Muhlenberg. Courses in which you do not earn a traditional letter grade (A-F) will only be considered for transfer if additional documentation detailing successful completion is provided.
- Grades earned in transferred courses will not be included in your general Muhlenberg grade point average. Keep in mind however, graduation honors are calculated based on all college coursework attempted, regardless of where the instruction occurs and whether it successfully transferred to Muhlenberg or not.
- Many institutions may not use a course unit system similar to Muhlenberg's. Use the table below to convert between credit hours and course units:

### CREDIT HOUR TO COURSE UNIT CONVERSION

Credit Hours Elsewhere	Muhlenberg Course Unit
3, 4, or 5	1
2	1/2
1	1/4

**BE ADVISED!** A completed Transfer Course Authorization and timely action on your part are the only ways to ensure that study elsewhere will contribute towards your Muhlenberg degree.

## AUTHORIZATION TO ATTEND

NAME OF COLLEGE  
OR UNIVERSITY

DEPT. & COURSE NUMBER	CATALOG COURSE TITLE	CR. HRS.	DEPARTMENT CHAIR APPROVAL: COMPLETE BELOW				
			SIGNATURE	MAJOR REQ.	GAR	MUHLENBERG EQUIVALENT COURSE NUMBER	UNITS
ALTERNATIVE COURSES							

## SIGNATURES

_____		_____
STUDENT		DATE
_____	/	_____
ACADEMIC ADVISOR	ACADEMIC ADVISOR	DATE
_____		_____
REGISTRAR		DATE

**IN ORDER TO COMPLETE  
TRANSFER, AN OFFICIAL  
TRANSCRIPT MUST BE  
SENT TO THE OFFICE OF  
THE REGISTRAR BY:**

\_\_\_\_\_

DATE