

Transfer Course Policies

3/2009

It should be noted, however, that graduation honors are calculated based on ALL college coursework attempted, regardless of where the instruction takes place and whether or not it successfully transferred to Muhlenberg. **So your grades from abroad MATTER!!**

Only courses for which a student has earned a "C-" or better will be considered for transfer to Muhlenberg. Courses in which a traditional letter grade (A-F) was not earned will be considered for transfer only if additional documentation- detailing successful completion is provided.

Grades earned in transferred courses **WILL NOT** be included in a student's general Muhlenberg grade point average.

Requesting a transcript from your host institution

Remember to find out from someone in the administrative staff at your host institution how to request and pay for an official transcript of your study abroad semester. It is much easier to find out and pay for it while you are at the host institution. Before you come home, we recommend you purchase several copies to have in your possession for your future. You will need to provide them to any graduate school you apply to and for some of your future employment opportunities. They are very difficult to obtain on a timely basis once you are home.

Information about transferring courses to Muhlenberg

- ✓ With the exception of students enrolled in the MAASTRICHT program and enrolled in theater courses at GOLDSMITHS. All students in other programs will transfer their study abroad courses according to the policies stated in the Muhlenberg College catalog.
- ✓ Courses taken abroad will NOT transfer unless you had them pre-approved on the Transfer Course Authorization for Education Abroad form BEFORE you arrived at your host institution.
- ✓ Institutions abroad use different grading scales. All your grades will be converted to A through F for purposes of determining if the course **WILL COUNT AS CREDIT** toward graduation units earned **AND FOR CONSIDERATION OF HONORS**.

The catalog states:

Transfer Courses

- ✓ Courses offered through the LVAIC consortium and any course specifically identified in the College catalog, such as the London Theatre Program at **GOLDSMITH'S COLLEGE**, the business program at the **UNIVERSITY OF MAASTRICHT** in the Netherlands, or the **WASHINGTON SEMESTER** are not considered transfer courses and **WILL BE** included in a student's general Muhlenberg GPA.
- ✓ All other courses taken elsewhere must be transferred to Muhlenberg.
- ✓ Once courses have been transferred, they become part of the permanent record and cannot be removed.
- ✓ Many institutions may not use a course unit system similar to Muhlenberg's. For the purpose of all transfer transactions, the Muhlenberg course unit should be considered equivalent to 4 semester credit hours.
- ✓ 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 5 course units for transfer during a traditional academic term (fall or spring), while 4 course units is the limit for any type of summer term.
- ✓ The College will accept no more than 9 course units for transfer during an entire traditional academic YEAR.
- ✓ In all cases, Muhlenberg College can accept transfer courses only with an official academic transcript from a regionally accredited higher education institution where courses have been successfully completed.
- ✓ Additional information may be obtained in the Office of the Registrar.