



Request for Transfer Credit Approval

This form is to be completed prior to enrolling in courses at another college or university to ensure that the credit will transfer to EMU.

Name: _____ ID: _____ Expected Grad Date: _____

College/University you wish to attend: _____

Year: _____ Semester: *fall spring summer*

Please attach a course description for each course.

Courses you wish to complete at the other institution:

EMU course you wish to satisfy by each transfer course:

Dept./No. Title Credits*

EMU Dept./No. Title Credits

(* Credits earned at an institution which uses the quarter hour credit system will transfer to EMU on a 2/3 basis: 3 quarter hours = 2 semester hours, etc.)

If the school you wish to attend requires a letter of approval from EMU for you to enroll, list the complete address to which we should send the letter: _____

I understand that:

- I am responsible to have an official transcript of the credit sent to the EMU Registrar's Office after completing the transfer courses.
- The final 32 credits taken to fulfill requirements for a degree must be taken through EMU, unless a written exception is approved.
- Transfer courses will not affect the EMU grade point average and must have a grade of C- or above to transfer.

Student Signature: _____ Date: _____

Advisor Approval: Signature _____ Date: _____

Registrar's Approval: Signature _____ Date: _____

OFFICE USE: Approval letter sent
Date: _____ Initials: _____