

____ Transfer
____ Approved
____ MC Substitution

MISSISSIPPI COLLEGE

Office of the Graduate Dean

____ Denied

Approval of Transfer Credit And/or Course Substitution

Graduate Student MC ID Number Date

Mississippi College Degree Program

Course Number and Title Date Completed Sem. Hours Grade

Institution from which credit was granted (*Official transcript required*)

In lieu of Mississippi College course - Title and Number - Semester Hours

Course Number and Title Date Completed Sem. Hours Grade

Institution from which credit was granted (*Official transcript required*)

In lieu of Mississippi College course - Title and number - Semester Hours

It is the policy of Mississippi College that up to six semester hours of prior graduate credit, if appropriate, may be acceptable for graduate degree credit upon a student's admission to graduate study. After admission, it is expected that all work for degree credit will be taken at Mississippi College. Exceptions may occasionally be approved if the student's needs cannot reasonably be met by courses offered at Mississippi College.

In order to have your courses accepted and *officially recorded*, you must:

1. Have grades of "A" or "B" on courses to be transferred. Please note that an "A" on a transfer course **cannot** be used to raise a "C" on courses taken at Mississippi College.
2. Have an official copy of the transcript sent to the Graduate Office, Box 4029, Clinton, MS 39058.
3. Complete this form with the assistance and approval of your program advisor.
4. Return this signed form to the Graduate Office.

Note to the Student: If this request is denied by the Graduate Dean, you will be notified. Otherwise, if the conditions above have been met, you may assume it has been granted.

Advisor's Signature Date

Dean/Department Chair Date

Graduate Dean Date

No Transfer Course Taken More Than Six (6) Years Prior to Receipt Of Graduate Degree Can Be Counted On the Degree.