

Mary Baldwin University Office of the Registrar Transfer Course Approval Form

Student Name: _____ ID# _____ For Year/Term: _____ College: _____

1. Only credit transfers. Grade points do not transfer. Courses taken P/NC cannot be transferred. Only courses passed at the level of “C-” or higher can be transferred.
2. Grades of “C,” “D,” or “F” earned at MBU can be removed from the MBU GPA **only if** appropriate MBU faculty certify that the transfer course is sufficiently similar to the MBU course and sign this form.*
3. The student will not receive MBU credit until an official transcript is received by the MBU Office of the Registrar from the institution granting summer credit.
4. Only coursework which is generally congruent with a liberal arts curriculum and which is completed at a regionally-accredited institution of higher education can be transferred.
5. Repetition of coursework for which a “PASS” has been received at MBU is not permitted.

Credit which counts to the major, minor, or teacher licensure must be approved by faculty; all credit, including credit which counts to general education, should be approved by the registrar.

Course Number	Course Title	MBU Requirements to which course will apply (check all that apply)		
		Major/Minor*	General Education**	Elective credit

Approval Signatures:

Faculty signature, approving course(s) for major/minor/licensure: _____

Registrar signature for gen ed/elective: _____

 *Transfer course to repeat MBU “C,” “D,” or “F”: _____ (transfer course) is sufficiently similar to _____ (MBU course)

Faculty signature: _____