

Transfer Credit Request

Preferred Name / _____

Legal Name / if different from preferred name / _____

ID / _____

MICA Email / _____

Major or Graduate Program / _____

Academic Level / freshman sophomore post-bacc
 junior senior graduate

1 / List the course you wish to transfer

Course Title / _____ Course # / _____

College or University / _____ Number of Credits / _____

Department / _____ Date Completed / _____

Will be taken in place of MICA's equivalent course

Course Title / _____ Course # / _____

Number of Credits / _____ Portfolio Review Required / yes no

2 / List the course you wish to transfer

Course Title / _____ Course # / _____

College or University / _____ Number of Credits / _____

Department / _____ Date Completed / _____

Will be taken in place of MICA's equivalent course

Course Title / _____ Course # / _____

Number of Credits / _____ Portfolio Review Required / yes no

Student Signature / _____ Date / _____

Please submit completed form to Enrollment Services, Bunting Center, 2nd floor.

A minimum grade of "C" is required to earn transfer credit. No pass/fail or satisfactory/unsatisfactory courses will be accepted.

Courses must be equivalent to semester credit hours.

Students must submit an official transcript from the transfer institution.

All transcripts must be submitted at least one month prior to the next registration period or graduation.

Course descriptions/portfolio review may be requested before final approval.

This form must be signed by the Chairperson of the department of the required course. No other signature is valid.

Chairperson of Required Course /

Print Name / _____ Dept / _____

Signature / _____ Date / _____

Enrollment Services /

Signature / _____ Date / _____

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