

Millersville University

Authorization for Transfer of Credit

Undergraduate Students only

Domestic U.S. Courses only.

Student Instructions:

1. Discuss your plans with your advisor.
2. Check the Transfer Equivalency lists on the Registrar's Office web site for an MU equivalent to the course you plan to take. If none is found, provide a catalog course description for that course.
3. Obtain signatures from your advisor and the department chairperson of your major.
4. Be CLEAR in the MU Equivalent section where the course is required, if it is not a specifically required course, your degree audit (i.e. G1, G2, G3, minor elective, elective needed for 20, pre-req to a required course, etc.) Courses which do not fit into your Course Program of Study cannot be approved for financial aid eligibility. Ugg Financial Aid webpage for more details.
5. Return this form to the Registrar's Office for review. If approved, Registrar's Office personnel will sign and return approved form to you and your advisor at your millersville.edu email address.
6. If required, present approved form to the appropriate official at the institution you plan to attend. If a sealed copy is required, please request via registrar@millersville.edu. Otherwise, hard copies will be mailed.