



## TRANSFER COURSE AUTHORIZATION

PRINT NAME			
BERG ID, NUMBER			
EXPECTED GRADUATION	TERM AND YEAR OF COURSE		

It is a fairly common occurrence for Muhlenberg students to supplement their academic experience here by engaging in studies away from our campus. Almost all courses taken elsewhere must be *transferred* to Muhlenberg College. Courses offered through the Lehigh Valley Association of Independent Colleges (LVAIC) consortium and any course offered away from campus but identified in the college catalog are the only exceptions.

**BEFORE YOU ENROLL A COURSE ELSEWHERE:**

- Obtain course descriptions and syllabi for any course(s) that interests you at another institution.
- Discuss your plans for completing coursework elsewhere with your academic advisor. Secure his or her signature before you proceed.
- Visit the academic department that would be most likely to offer the course if it was offered here. The department chair is responsible for the decision to approve or deny coursework for transfer to Muhlenberg.
- Return the completed Transfer Course Authorization to the Office of the Registrar.

**AFTER YOU COMPLETE THE COURSE:**

- Forward an official academic transcript to Muhlenberg. Please direct academic transcripts to Muhlenberg College, Office of the Registrar, 2400 Chew Street, Allentown, PA 18104. No outside coursework will be posted to your Muhlenberg records until we receive an official academic transcript from the institution you attended.

**MORE INFORMATION YOU SHOULD KNOW:**

- For students who matriculated Fall 2017 or later, no more than 16 transferred course units may contribute to the 32 course units required to earn a bachelor's degree at Muhlenberg. For students who matriculated before Fall 2017, no more than 17 transferred course units may contribute to the 34 course units required to earn a bachelor's degree at Muhlenberg.
- The college will accept no more than five (5) transfer course units during a traditional academic term (fall or spring), while four (4) course units is the limit for any type of summer work.
- Only courses for which you have earned a "C-" or better will be considered for transfer to Muhlenberg. Courses in which you do not earn a traditional letter grade (A-F) will only be considered for transfer if additional documentation detailing successful completion is provided.
- Grades earned in transferred courses will not be included in your general Muhlenberg grade point average.
- Many institutions may not use a course unit system similar to Muhlenberg's. Use the table below to convert between credit hours and course units:

**CREDIT HOUR TO COURSE UNIT CONVERSION**

Credit Hours Elsewhere	Muhlenberg Course Unit
3, 4, or 5	1
2	½
1	¼

**COURSES TAUGHT ONLINE MAY BE ACCEPTED FOR  
TRANSFER TO MUHLENBERG COLLEGE**

NAME OF COLLEGE OR UNIVERSITY YOU WILL BE ATTENDING								
DEPT. & COURSE NUMBER	CATALOG COURSE TITLE	CR. HRS.	ON-LINE	DEPARTMENT CHAIR APPROVAL: COMPLETE BELOW				
				SIGNATURE	MAJOR REQ.	GAR	MUHLENBERG EQUIVALENT	
							COURSE NUMBER	UNITS
ALTERNATIVE COURSES								

SIGNATURES			
_____	_____		
STUDENT	DATE		
/			
_____	_____		
ACADEMIC ADVISOR	ACADEMIC ADVISOR		
_____	_____		
REGISTRAR	DATE		

<b>IN ORDER TO COMPLETE TRANSFER, AN OFFICIAL TRANSCRIPT MUST BE SENT TO THE OFFICE OF THE REGISTRAR BY:</b>
_____ DATE