

ADMISSIONS OFFICE, MIDDLE TENNESSEE STATE UNIVERSITY, MURFREESBORO, TENNESSEE

Middle Tennessee State University accepts transfer credit from institutions of higher learning based on the following considerations:

1. The educational quality of the institution from which the student transfers
2. The comparability of the nature, content, and level of credit earned to that offered by MTSU; and
3. The appropriateness and applicability of the credit earned to the programs offered by MTSU in light of the student's educational goals

*Note:* This form is not required for every course the student wishes to transfer, but only for courses about which MTSU has insufficient information on which to make a decision about transfer credit.

If a student wishes MTSU to consider acceptance of courses completed at other institutions, this form must be completed to petition that such credit be accepted. Credit will be recorded on a student's academic record only after an MTSU academic department, the appropriate dean, and Admissions officer have reviewed the course content and determined the transfer course to be equivalent in content to an MTSU course. The academic department should also determine that end of course competencies have been appropriately completed by the student. An interview with the student is the minimum criteria necessary to make such determinations. Often an end of course examination will also be required.

Credit awarded at the transfer institution will be awarded at MTSU but not to exceed the credit hour of the transfer course.

The student should complete this form with the assistance of his/her academic advisor and then present the form to the chair of the department in which the course is offered at MTSU. One form is required for each course petitioned for acceptance.

Name of Student \_\_\_\_\_ Student ID M# \_\_\_\_\_

Transfer Institution Name \_\_\_\_\_

| <i>Course Prefix</i> | <i>Course No.</i> | <i>Transfer Course Title</i> | <i>Semester Hrs.</i> | <i>Semester Taken</i> | <i>Grade</i> |
|----------------------|-------------------|------------------------------|----------------------|-----------------------|--------------|
|                      |                   |                              |                      |                       |              |
|                      |                   |                              |                      |                       |              |

MTSU course for which transfer equivalent is recommended:

| <i>Course Prefix</i> | <i>Course No.</i> | <i>Transfer Course Title</i> | <i>Semester Hrs.</i> | <i>Semester Taken</i> | <i>Grade</i> |
|----------------------|-------------------|------------------------------|----------------------|-----------------------|--------------|
|                      |                   |                              |                      |                       |              |
|                      |                   |                              |                      |                       |              |

Academic department must complete the following:

Please identify in some detail the methodology utilized by the department to ensure that the student has thorough knowledge of the course content of the MTSU course.

Recommendation of academic advisor \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of chair, academic department \_\_\_\_\_ Date \_\_\_\_\_

Approval of dean of the college in which course is offered \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by associate director of admissions \_\_\_\_\_ Date \_\_\_\_\_

**Please forward this form to the Associate Director of Admissions in SSAC 120 upon academic dean's approval**