

Michigan Technological University Graduate School

Transfer Credits

While pursuing a degree at Michigan Technological University, graduate students who wish to take a course or receive training at another university (referred to as the affiliated university throughout this document) may be allowed to do so but only if the instruction or training is not available at Michigan Tech. To request permission to apply courses or credits from an affiliated university toward a Michigan Tech degree, a student must supply the information requested on this form. Students are advised to fill out this form and obtain all required signatures before enrolling in any courses or credits from an affiliated university to ensure that the course(s) and/or credit(s) will be transferable. Courses taken prior to receiving transfer authorization may not be transferable. Transfer course(s) and credit(s) cannot be used if they have been applied toward any other degree at Michigan Tech or another university. In order to apply the course(s) or credit(s) listed below to a student's Michigan Tech degree program, the student must arrange to have an official transcript sent from the affiliated university directly to the dean of the Graduate School at Michigan Tech. If a student wishes the tuition at the affiliated institution to be paid by a Michigan Tech account, the student needs to be registered for a minimum of three credits during fall semester or spring semester or one credit during summer session at Michigan Tech.

Student M# Last Name First Name Graduate Program

Name of Affiliated University

Affiliated University Course Number	Course Title	Credits – Indicate Semester (S) or Quarter (Q) & Year Taken	Indicate Equivalent Michigan Tech Course Number or Course Prefix	Equivalent Number of Semester Credits

In no case may the total number of transfer credits exceed 1/3 of the required non-research course credits.

Authorization:

Student Signature *Date*

Advisor Signature *Date*

Graduate Program Director, Department Chair, or School Dean Signature *Date*

Graduate School Approval *Date*

If tuition at the affiliated university will be paid through a Michigan Tech account, please contact the Graduate School.

Transcript rec'd. _____
2-sided copy to dept. _____
2-sided copy to Registrar _____
2-sided copy to student _____
SHASUBJ check _____
To student file _____