

## TRANSFER CREDIT PRE-APPROVAL FORM

1. Complete this form, attach a course description for each proposed course, and obtain course content approval from the corresponding division or core chair on the signature line by each course.
2. Submit completed form to the **Office of the Registrar** before the end of classes during the current semester. Unless courses are pre-approved, transfer credit cannot be guaranteed.
  - Semester hours will be transferred at face value. Quarter hours are converted to semester hours.
  - Grades will not be included in the MC grade point average.
  - Credit is given only for courses in which the grade is C or above.
3. Provide an official transcript to the Office of the Registrar at Maryville College upon completion of the course(s) listed below.

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Student's Major: \_\_\_\_\_ Expected Grad Year: \_\_\_\_\_

School where course(s) will be taken: \_\_\_\_\_

Dates/Term of Attendance: \_\_\_\_\_

Course # of Transfer Course:

Course # of the MC Course Requirement

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division or Core Chair

\_\_\_\_\_  
Date

For Office Use Only

Date Processed: \_\_\_\_\_

Initials: \_\_\_\_\_