

NOTE: STUDENT INSTRUCTIONS LOCATED ON PAGE 2.

**MIAMI UNIVERSITY
OFFICE OF THE REGISTRAR**

TRANSFER CREDIT APPROVAL

Date: _____ Term Attending: _____

Name: _____ Banner ID#: _____

Address: _____

Division: _____ Major: _____

Transfer Credit From: _____

COURSES:

	<u>Credit Hours</u>	<u>Qtr(Q) or Sem.(S)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

MIAMI EQUIVALENTS:

1. _____
2. _____
3. _____
4. _____

DEPARTMENT SIGNATURE: _____ **Phone:** _____

Transfer credit is granted for college-level courses earned at a regionally accredited institution of higher education for which you receive a grade of "C" or better.

Grades do not transfer and do not affect your Miami GPA. Only the credits earned transfer to Miami.

Please note: Credits earned at a semester school transfer intact to Miami.

Credits earned at a quarter school transfer to Miami at 2/3 the earned value.

5.0 qtr hrs=3.3 sem hrs

3.0 qtr hrs=2.0 sem hrs

4.0 qtr hrs=2.6 sem hrs

2.0 qtr hrs=1.3 sem hrs

**Completed form to be forwarded to Transfer Evaluations, Registrar's Office,
by the approving department via campus mail or department personnel.**

STUDENT INSTRUCTIONS:

Transfer Credit Approval form is used in obtaining department approval of transfer credit to specific equated courses at Miami that have not been previously approved.

Student Responsibility:

1. Verify via www.transfer.org that course has not previously been approved.
2. Complete Student Information at the top of the Transfer Credit Approval Form.
3. Identify Courses to be taken at the other Institution.
4. Attach a copy of the course description.
 - a. Course descriptions are available via, <http://www.lib.muohio.edu/onlineref/>
 - i. Select – Educational Directories, College Catalogs, and Rankings
 - ii. Select – College Source Online
 - iii. Enter School name; Select Catalog; Locate and print course description.
 - b. Course descriptions are also available on most institution web sites.
5. Forward completed form and course description to the Chief Department Advisor (CDA).
A current list of CDA's follows below.
6. Review all information with the CDA.

Upon approval the CDA will forward signed Transfer Credit Approval form, via campus mail or department personnel, to Transfer Evaluations, Registrar's Office.

Chief Department Advisors

College of Arts & Science

Aerospace Studies	52 Millett
American Studies	125 MacMillan
Anthropology	58 Upham
Black World Studies	380 Upham
Botany	394 Pearson
Chemistry & BioChemistry	324 Hughes
Classical Hum. Greek, Latin	105 Irvin
Clinical Lab Science	42 Pearson
Communication	160D Bachelor
Comparative Religion	103 Old Manse
Diplomacy & Foreign Affairs	222 Harrison
Economics	219C Laws
English	356H Bachelor
French & Italian	206 Irvin
Geography	219 Shideler
Geology	108 Shideler
German	166 Irvin
Gerontology	180 Upham
History	238 Upham
International Studies	124 MacMillan
Journalism	279 Bachelor
Linguistics	276 Bachelor
Math & Statistics	122B/C Bachelor
Microbiology	32 Pearson
Naval Science	67 Millett
Philosophy	222 Hall
Physics	133 Culler
Political Science	218 Harrison
Psychology	136 Benton
Public Administration	316 Harrison
Russian	164 Irvin
Sociology	354 Upham
Spanish & Portuguese	234 Irvin
Speech Pathology & Audio.	3 Bachelor
Urban & Regional Planning	218 Shideler
Women's Studies	250 Irvin
Zoology	164 Pearson

Richard T. Farmer School of Business Admin.

Accountancy	310D Laws
Business Technology	301 E Mosler
Decision Sciences, MIS	317 Upham
Economics	219C Laws
Finance	111C Upham
Management	307G Laws
Marketing	200 Upham
BUS	107A Laws

School of Education & Allied Professions

Educational Psychology	155 McGuffey
Family Studies & Social Work	451 McGuffey
Physical Education	100A Phillips
Teacher Education	260 McGuffey

School of Engineering & Applied Science

Computer Sci & System Analysis	123 Kreger
Computer & Information Tech	233 Johnston
Engineering Management	144 Kreger
Engineering Technology	532A Mosler
Mfg & Mechanical Engineering	144 Kreger
Nursing	109 Kreger
Paper Science & Engineering	229 Gaskill

School of Fine Arts

Architecture/Interior Design	203 Alumni
Art	16 Hiestand
Music	225 Ctr Performing
Arts	
Theatre	123 Presser

School of Interdisciplinary Studies

Western College Program	114 Peabody
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