

REQUEST FOR
TRANSFER COURSE PRE-APPROVAL



Please print legibly. The information below is required for student notification and will be used for mailing.

STUDENT INFORMATION

Name:
Address:
City, State, Zip Code:
Maryville email address:
Maryville student ID
Student level (check one):
Freshman Sophomore Junior Senior
Transfer course to substitute for Maryville requirement in (check one):
Major Minor General Education Other

INSTRUCTIONS and GUIDELINES

- 1. To insure applicability to a student's degree plan and academic program, a course taken at another institution for transfer to Maryville must be approved prior to beginning the course.
2. A Maryville degree requires that students complete the last 30 credit hours at Maryville and requires that 60 credit hours are completed at a four year institution.
3. Return the approved Transfer Course Pre-Approval form to the Student Service Center (see inquiry information below) prior to beginning the transfer course.
4. After completing the pre-approved transfer course, the student must request an official transcript from the institution to complete the transfer of credit to Maryville.

TRANSFER COURSE INFORMATION

SEMESTER SP SU FA

Name of institution:
Location of institution:
Institution's Course title:
Institution's course prefix: Institution's course number: Credit hours:

Brief description of transfer course:

MARYVILLE COURSE INFORMATION (transfer course to substitute for this Maryville course)

Maryville course title:
Maryville course prefix: Maryville course number: Credit hours:

Reason for Transfer Course Pre-Approval request:

APPROVALS

Adviser: (signature required) Date:
Dean: (signature required) Date:

Direct inquiries to:
Maryville University Student Service Center
124 Gander Hall
650 Maryville University Drive
St. Louis, MO 63141
ssc@maryville.edu
Telephone: (314) 529-9360
Fax: (314) 529-9925

05/15

For Registrar's Office Use

Student notification by: email mail

date initials