



Degree Completion Transfer Form

Students wishing to transfer their final credits to complete degree requirements must obtain prior approval by completing this form.

Form Instructions:

1. Work with your academic advisor to establish outstanding requirements.
2. Use this form if you plan to transfer **your final courses to complete your degree.**
3. Identify the course(s) you wish to take and check Michigan Tech's Transfer Equivalency System:
 - a. If the course is in the transfer equivalency system, Transfer Services approval is **not required**. Complete the form and send it to your academic advisor for approval. The advisor should forward the form to degree services.
 - b. If the course is not in the transfer equivalency system, attach a detailed syllabus (for STEM courses also include an outline of topics covered weekly) and bring the form to Transfer Services, or email it to transfer@mtu.edu. **Allow up to two weeks for processing.**

After evaluation is complete, Transfer Services will forward the form to the advisor via email, and copy the student. At this point, it is the student's responsibility to follow up with the advisor to determine if the request will be approved. If the academic advisor approves the request the form shall be sent to Degree Services or emailed to degree@mtu.edu. (The approved form will not be accepted by the student directly.)

Graduation Residency Policy:

Students must meet the following residency requirements in order to receive a baccalaureate degree from Michigan Tech:

1. Thirty (30) semester credit hours of advanced level courses (3000 or higher) which apply to the degree must be completed at Michigan Tech.

Courses that meet the "at Michigan Tech" requirement are defined as courses that were taken as part of a university-approved study abroad program or as courses that are listed in the course catalog and taught by Michigan Tech faculty either on campus, at field locations, or through distance learning.

Transfer Credit Information:

All courses, and the institution from which the courses are to be taken, must be approved on this form prior to enrollment. A minimum grade of C (2.0 on a 4.0 scale) must be earned in each course taken.

Upon completion of the course(s):

1. The student must request an official transcript from the transfer institution be sent to Michigan Tech Transfer Services.
2. Transcripts must be received and processed by Michigan Tech Transfer Services within 30 days of the graduating semester.

Official Transcript should be mailed to:

Registrar's Office
Michigan Technological University
1400 Townsend Drive
Houghton, MI 49931

Print on two pages; student should retain this page.



Degree Completion Transfer Form

Student Name _____ Student ID _____ Expected Graduation Date _____

Major _____ Catalog Term - if courses are not completed as outlined below, additional course work may be required to complete your degree _____ Department GPA / Cumulative GPA _____

Institution where course will be taken _____ Semester/Year _____

Course Number	Course Title	Credits
Equivalent Course in Transfer Equivalency System* (<i>Do not enter anything here if there is no equivalency</i>)		

*If the course is not in the transfer equivalency system, attach a syllabus and obtain Transfer Services approval.

Institution where course will be taken _____ Semester/Year _____

Course Number	Course Title	Credits
Equivalent Course in Transfer Equivalency System* (<i>Do not enter anything here if there is no equivalency</i>)		

*If the course is not in the transfer equivalency system, attach a syllabus and obtain Transfer Services approval.

Student Signature _____ Date _____

Transfer Services Signature (if applicable) _____ Date _____

Academic Advisor signature indicates approval of the request _____ Date _____

Send the completed form to Degree Services or email degree@mtu.edu after advisor approval