



TRANSFER COURSE INFORMATION REQUEST FORM

This form is for current Murray State students who wish to attend another college and transfer that work back to MSU.

NAME: _____

M# (if current MSU Student) or Social Security # _____ Current major _____

College you plan to attend _____ City _____ State _____

There are two ways to request transfer equivalency information. Please indicate which method you will be using.

I will provide the course prefix, course number, and course title of a Murray State course. I need to know if the college listed above has an equivalent course.

I will provide a course prefix, number, and title of a course at another college. I need to know how that course will transfer to MSU.

<u>Prefix</u>	<u>Number</u>	<u>Title</u>	<u>Equivalent course (do not write in this space)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

These recommendations are made based on courses listed in the catalog of the college you plan to attend. You will need to contact the college to determine if the courses will be offered and to learn their application procedures.

Please indicate how you want the information sent to you.

I will pick up this form at the Transfer Center reception area no earlier than seven working days after it was submitted. A photo ID will be required.

Please mail this form to me at this address _____

Please e-mail the response to me at (print clearly) _____

By signing this form you are indicating that you have read and understand the policies listed under "Important Information" on the back of this form.

Student's Signature _____ Date _____

Transfer Center's Approval _____ Date _____

Important Information

- Courses taken at Murray State University may now be repeated at another institution with the intention of replacing the earlier grade (as of the 2009-2011 catalog year).**
- If you are on probation at Murray State, you must increase your cumulative GPA to remain eligible for enrollment. Please refer to MSU's ACADEMIC REGULATIONS found in current catalog, for specific information.**
- If you are on Academic Suspension, Murray State will not accept any transfer courses taken during your suspension period.**
- Please note that at least 42 upper level (300 and above) hours must be taken from a four-year institution. Also, at least 20 of the last 32 semester hours required for graduation must be earned in residence at Murray State. A minimum of nine hours in the major and six hours in the minor, or 15 hours in the area, must be in upper-level courses completed in residence at Murray State.**
- If you participate in a NCAA sport at MSU, you must have any transfer courses reviewed by Matt Kelly, Associate Athletic Director-Internal Operations, to determine the effect on athletic eligibility. Call (270) 809-4424.**

PROCEDURES

Most schools will require a visiting (transcript) student letter from you. You may request this letter from the receptionist in the Registrar's Office.

You must request in writing, a transcript of your transfer work. The transcript must be mailed to MSU's Transfer Center directly from the school. Please provide them with the following address:

**Transfer Center
Murray State University
302 Lowry Center
Murray, KY 42071-0009**