

MONTANA TECH

enrollment@mtech.edu

REQUEST FOR APPROVAL OF TRANSFER COURSES

Students planning to take course work at other colleges or universities to transfer to Montana Tech are requested to have this form completed and returned to the Enrollment Services Office prior to enrolling in such courses.

STUDENT NAME: _____

DATE: _____

STUDENT ID#: _____

MAJOR: _____

Transfer Course(s) Requested

Course Subject & Number	Course Title	⁽¹⁾ Number of Course Credits (Sem. or Qtr.)	Institution at which course(s) are to be taken	⁽²⁾ Term which courses will be taken	Montana Tech Equivalent	Course approved to transfer (Y/N)	⁽³⁾ Department Head Approval
						<i>Office use only</i>	<i>Office use only</i>

(1) Courses taken at a quarter school will be converted to semester credit. Please see a transfer specialist for the conversion.

(2) If the course is not taken during the approved term, please make sure the class is still approved to transfer before proceeding with the course.

(3) Department Head approval in which the course resides *may* be required.

The above course(s) will transfer to MT Tech as noted if successfully completed with a grade of "C-" or above.

SIGNATURE OF THE TRANSFER CREDIT EVALUATOR: _____ DATE: _____