

# Michigan Technological University

## Registrar's Office

---

### 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 will forward the form to degree services if the academic advisor approves the request.
  - 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](mailto: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, they will send the form to Degree Services (interoffice mail or [degree@mtu.edu](mailto:degree@mtu.edu)). *The approved form will not be accepted directly from the student.*

#### **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 where 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 that an official transcript from the transfer institution (electronic or physical) 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

#### **or sent through an official channel to:**

[transfer@mtu.edu](mailto:transfer@mtu.edu)

# Michigan Technological University

## Registrar's Office

### DEGREE COMPLETION TRANSFER FORM

Student Information:

Name	ID
Major	Catalog Term
Department GPA / Cumulative GPA	Expected Graduation Term

Institution where Course will be taken

Semester/Year

Course Number at institution where taken	Course Title	Credits
<b>Equivalent course at Michigan Tech. If there isn't an equivalent course at Michigan Tech, attach a syllabus and obtain Transfer Services approval.</b>		

Institution where Course will be taken

Semester/Year

Course Number at institution where taken	Course Title	Credits
<b>Equivalent course at Michigan Tech (Leave blank if there's no equivalency )</b>		

Student Signature

Date

Transfer Services Approval (if applicable)

Date

Academic Advisor Approval

Date

Send the completed form to Degree Services, or email to [degree@mtu.edu](mailto:degree@mtu.edu) after advisor approval.