

\_\_\_\_Transfer  
\_\_\_\_MC Substitution

**MISSISSIPPI COLLEGE**  
**Office of the Graduate Dean**  
Approval of Transfer Credit And/or Course Substitution

\_\_\_\_Approved  
\_\_\_\_Denied

Graduate Student \_\_\_\_\_ Social Security # \_\_\_\_\_ Date \_\_\_\_\_

Mississippi College Degree Program

Course Number and Title \_\_\_\_\_ Date Completed \_\_\_\_\_ Sem. Hours \_\_\_\_\_ Grade \_\_\_\_\_

Institution from which credit was granted (**Official transcript required**)

In lieu of Mississippi College course - Title and Number - \_\_\_\_\_ Semester Hours \_\_\_\_\_

Course Number and Title \_\_\_\_\_ Date Completed \_\_\_\_\_ Sem. Hours \_\_\_\_\_ Grade \_\_\_\_\_

Institution from which credit was granted (**Official transcript required**)

In lieu of Mississippi College course - Title and number - \_\_\_\_\_ Semester Hours \_\_\_\_\_

It is the policy of Mississippi College that up to six semester hours of prior graduate credit, if appropriate, may be acceptable for graduate degree credit upon a student's admission to graduate study. After admission, it is expected that all work for degree credit will be taken at Mississippi College. Exceptions may occasionally be approved if the student's needs cannot reasonably be met by courses offered at Mississippi College.

**In order to have your courses accepted and *officially recorded*, you must:**

1. Have grades of "A" or "B" on courses to be transferred. Please note that an "A" on a transfer course **cannot** be used to raise a "C" on courses taken at Mississippi College.
2. Have an official copy of the transcript sent to the Graduate Office, Box 4029, Clinton, MS 39058.
3. Complete this form with the assistance and approval of your program advisor.
4. Return this signed form to the Graduate Office.

**Note to the Student:** If this request is denied by the Graduate Dean, you will be notified. Otherwise, if the conditions above have been met, you may assume it has been granted.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_

**No Transfer Course Taken More Than Six (6) Years Prior to Receipt Of Graduate Degree Can Be Counted On the Degree.**

Distribution: Registrar Graduate School Advisor Student