How to transfer courses from elsewhere

- For Michigan schools: Complete a Guest Application (Registrar’s website) and bring it to the Registrar’s Office. No Advisor signature needed.
- Identify courses at your other college that will transfer for a course that you need.
  - 1. check the Transfer equivalency list for your school(s)
  - 2. If a course is not on the list, and appears very similar to an MTU course, request an evaluation:
    - Send an official copy of the SYLLABUS to transfer@mtu.edu (Syllabus is required)
- If you are taking a course in summer that is a pre-requisite for a course you need in Fall:
  - Notify the Transfer Services Office at transfer@mtu.edu
  - Once the summer course is on your record as “IS” In Session, you can schedule the Fall course.
- A grade of “C” or higher is required to transfer credits. The credits transfer in, the grade does not.
- Residency rule: no more than 6 credits of the last 36 credits applied to the degree may transfer from elsewhere.
- Immediately after completion of courses, request a transcript from your college be sent to MTU.
  - If a course is a third attempt, complete a Third Attempt Permission Form. (if you took it twice before. “W” grade does not count as an attempt)
  - If a course is a repeat of an equivalent MTU course, the previous grade will drop from the GPA calculation.

To check status of transcript processing, contact the Transfer Services Office:
transfer@mtu.edu  487-3323  Admin 110
link to all Transfer Credit Information at MTU