



MARYMOUNT UNIVERSITY **COURSE SUBSTITUTION AND TRANSFER FORM**

Student ID: _____ **Name:** _____

Do you have a graduation application on file? Yes No **If yes, what semester did you apply for?** _____

Course Substitutions

This section is to be used to waive or substitute a program requirement. This section may be used to substitute courses taken through the Consortium program *in addition* to the Consortium Registration Form, which can be found on the Office of the Registrar’s website.

Original Course or Requirement	New Course	Requirement Type (i.e. Core, University Requirements, major, minor, specialization)	Semester Course Was or Will be Completed	Number of Credits

Transfer Credit Approval

This section is to be used to change the Marymount equivalent of a previously transferred course or to grant approval for post-matriculation transfer credit. This section is not to be used for Consortium courses. Please use the Consortium Registration Form, found on the Office of the Registrar’s website, to register for courses through the Consortium program.

Original Transfer Course (course at visiting institution)	Visiting Institution	Number of Credits	MU Equivalent	Course Equivalency Approver (all new equivalencies must be approved by faculty within the discipline)	Semester Course Was or Will be Completed

Undergraduate Permission to Count Graduate Credit

Graduate Course	Will this course be counted toward a future graduate program?	Requirement this course will meet (substitution)	Semester course was or will be completed

Student Signature

Date

Advisor Signature

Date

School Use Only—This section should be completed and signed by the student’s home school.

This is the student’s 1st 2nd 3rd 4th post-matriculation transfer course.

Check here if the transfer course(s) above should be added to transfer credit database for future transfer credit.

Additional Comments:

Approves

Disapproves

Dean’s Office Signature

Date