



Martin Luther College Records Office

Request for Pursuing Course Work At Another College or University

Name and Address of College or University

Date Course Begins _____

Program (Check One)

___ ECE (List Emphasis) _____
 ___ Elem Ed-4 yr (List Emphasis) _____
 ___ SPaM _____
 ___ Staff Ministry _____
 ___ Staff Min & El em Ed _____
 ___ STEP (List Major) _____

MLC Advisor _____

List each course you wish to transfer and the Martin Luther College (MLC) equivalent.
(Attach a course description for each course you want evaluated.)

Course Number	Course Title	Credits Sem. Hrs.	MLC Course Number	Course Title
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I realize that any courses taken at MLC for which I received the mark of "F" must be repeated at MLC. I understand that no grade points will be granted by MLC for course work pursued at another institution. To receive transfer credits for an approved course, I must earn a mark of "C" or better. If taken during the MLC school year, maximum credit policies apply. I assume the responsibility for requesting an official transcript of credits for approved course work pursued at another institution. This transcript is to be mailed to:

Records Office
 Martin Luther College
 1995 Luther Court
 New Ulm, MN 56073

 Signature of Applicant

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 For Office Use

___ **Approved**

___ **Not Approved**

 Transcript Evaluator

 Date