

**Request for Approval of Transfer Courses**

Students planning to take course work at other colleges or universities to transfer to Montana Tech are requested to have this form completed and returned to the Enrollment Services Office prior to enrolling in such courses.

**STUDENT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STUDENT ID#:** \_\_\_\_\_

**MAJOR:** \_\_\_\_\_

Transfer Course(s) Requested

Course Subject & Number	Course Title	*Number of Course Credits (Sem or Qtr)	Institution at which course(s) are to be taken	**Term which courses will be taken	Montana Tech Equivalent	Is this an online course?	***Course approved to transfer (Y/N)	****Department Head approval
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		

\*Courses taken at a quarter school will be converted to semester credit. Please see a transfer specialist for the conversion.

\*\*If the course is not taken during the approved term, please make sure the class is still approved to transfer before proceeding with the course

\*\*\*Online labs are not approved to transfer. If you take an online lab, Montana Tech reserves the right to disapprove the transferability of that course

\*\*\*\* Department Head approval in which the course resides *may* be required

The above course(s) will transfer to Montana Tech as noted if successfully completed with a grade of “C-” or above.

**SIGNATURE OF TRANSFER CREDIT EVALUATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_