



Martin Luther College Records Office

Outside Coursework Approval Form *Request for Pursuing Course Work At Another College or University*

Student Name _____
Print

Name and Address of College or University

Date Course Begins _____

Program (Check all that apply)

___ ECE

___ Elem Ed (List Minor if applicable) _____

___ Pre-Seminary

___ Staff Ministry

MLC Advisor _____

___ Secondary Ed (List Major) _____

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

.....
For Office Use

___ **Approved**

___ **Not Approved**

Transcript Evaluator

Date