

Post Enrollment Transfer Credit Form 516-B



STUDENT INFORMATION

Name: _____ ID#: _____

Program/Major: _____

PROCEDURE

After a student has initially enrolled, the College may permit the transfer of up to either six semester hours of credit or up to two courses which can exceed six semester hours of credit. To be considered for post-enrollment transfer of credits, admitted students must perform the following steps:

1. Download the Form 516-B [Post-Enrollment Transfer Credit](#).
2. Meet with academic advisor or program director and review the possible courses for transfer. The program director/lead must sign the form.
3. Submit the signed form to the Office of Student Records.

TRANSFER COURSE INFORMATION

Course #	Title	Transferring College/University	Mercy Course Equivalent	Division Approval

Please attach an equivalent course description(s) or Syllabi.

SIGNATURES

Student Signature Date

Advisor Signature Date

Student Records Signature Date

Office: Student Records

Date: 08/21/2018

Copies to: Student's Permanent File; Advisor; Student