

Transfer Student Information

CONTACT:

Kandice Napier, Academic Advisor

Phone: (304) 696-2699

Email: kandice.napier@marshall.edu

Welcome to Marshall University and the College of Liberal Arts. We are pleased that you have chosen Marshall as the school where you will complete your degree. If you have not already done so, you should get an undergraduate catalog from the Admissions Office or access the Online Catalog, and become familiar with the information it contains. Pay special attention to the COLA section of the catalog. Here you will find a listing of the college and major requirements you must fulfill. Since you have transferred in from another school, you may already have completed course work that will fulfill a portion of these degree requirements.

Next, you should come by Old Main 107 and formally declare your major and receive an Advisor. If you have completed 70 or more semester hours, you also should request a Credit Evaluation from the College's Academic Advisor. This Credit Evaluation provides you with a list of completed and remaining graduation requirements for your degree.

You should have received a conversion of credit printout (a "Transfer Equivalency Worksheet@), from the MU Admissions Office. (See a copy of one at the the bottom of this sheet.) This is an important document as it details course by course the Marshall equivalency of the classes you completed at other school(s). Use this conversion printout along with your catalog to determine what requirements you have completed and still need to take.

Some of your coursework from other institutions may be listed as '**Unclassified**' or '**UNC**' on the conversion of credit form. This means that Marshall does not offer the equivalent course of the one taken elsewhere. However, the COLA office will accept **UNC** science and **UNC** literature as partial fulfillment of those requirements.

Upper/Lower Division Credits

You should be especially aware of the distinction between upper and lower division credit. Upper division credit is received from classes numbered 300 -499, and lower division credit is received from courses numbered 100 -299. (Remedial courses are prefixed with a '0', e.g. MAT 097 or COM 095). All degree programs within COLA require a minimum of **forty eight semester hours** of upper division credit. On your conversion of credit form some of the equivalent Marshall classes may have upper division level course numbers, but this does not necessarily mean that you have received upper division level credit for that course. For example, let's say at the previous school you took an American Literature class that was designated as ENG 250 there. Your conversion of credit form will list the Marshall equivalent course as ENG 321--which is American Literature here. In this case, you have received credit for having completed an American Literature course, but since the course was taken on the lower division level (ENG 250), you do not receive upper division level credit. The credit for that particular course does not count toward the 48 hour upper division requirement. Also, if you previously attended a community college or other two-year school, none of that transferred credit will be upper division level.

How to Read a Transfer Equivalency Worksheet

If there is an asterisk (*) just to the left of the course title, that particular course is counted as upper division credit. No asterisk indicates lower division credit.

If there is a plus (+) just to the left of the course title, that particular course is a developmental course.

We urge you to take the time to become familiar with your degree requirements and your status as a transfer student entering Marshall. Doing so will help ensure that you are able to graduate on schedule without the problems that could otherwise arise. To help you with determining what requirements you still need departments have posted advising sheets at their web sites. If you have questions about any of these matters, stop by the COLA office (Old Main 107), at any time between 8:00 A.M. and 4:30 P.M., Monday-Friday. We will be happy to help you.

SEE SAMPLE TRANSFER EQUIVALENCY WORKSHEET AT BOTTOM OF PAGE:

First course listed below:

The student took ECN 325 at Xavier University. This transferred to Marshall University as ECN 250: Principles of Microeconomics. The asterisk (*) indicates that the student will receive upper division credit for this course at Marshall.

Second course listed below:

The student took ENGL 124 at Xavier University. This transferred to Marshall University as UNC or unclassified credit. You can count this credit towards graduation, but it does not meet any specific course requirement. Since there is no asterisk, it is counted as lower division credit.

Third course listed below:

The student took HIST 133 at Xavier University. This transferred to Marshall University as HST342: American Legal History. Since there is no asterisk, it is counted as lower division credit.

Fourth course listed below:

The student took POLI 277 at Xavier University. This transferred to Marshall University as PSC 309: Fundamentals of International Relations. Since there is no asterisk, it is counted as lower division credit.

Fifth course listed below:

The student took DS 105 at Xavier University. This transferred to Marshall University as MAT 097: Developmental Algebra. The plus (+) indicates that this is a developmental course and will not count towards the student's required hours for graduation at Marshall University.

Marshall University
Transfer Equivalency Worksheet
Marshall, John
901 XXX XXX

Xavier University
01 Undergraduate

ATTENDANCE PERIOD: 1 FA 92

ACCEPTANCE DATE: 25-MAY-1999
TRANSFER DEGREE AWARDED: NONE

-----INSTITUTION
EQUIVALENT-----

LV	SUBJ	COURSE		CR.HRS
TITLE				
GRADE				

01	ECN	250	*Prin Microeconomic	
	(ECN 325)	3.00	C	

01	UNC	XXX	Unclassified (ENGL	
	124)	3.00	B	

01	HST	342	American Legal	
	(HIST 133)	3.00	A	

01	PSC	309	Fund Internat Rel	
	(POLI 277)	3.00	B	

01	MAT	097	+Dev Algebra (DS	
	105)	3.00	CR.	
