MILLSAPS COLLEGE
OFFICE OF RECORDS

1701 North State Street, Campus Box 150436
Jackson, MS 39210-0001
Web: www.millsaps.edu/resources/office-records/
Email: records@millsaps.edu
Office: Academic Complex, Room 142
Phone: 601-974-1120

TRANSFER CREDIT APPROVAL/SUBSTITUTION/TRANSIENT FORM

Instructions:

This is a substitution approval form for Millsaps students taking courses at other institutions. This form may be used during 1 of 2 times: 1) a currently enrolled Millsaps students wants (and has faculty approval for) their past transfer credit to count as something else other than what the Office of Records assigned it transferring in as during admission or 2) a currently enrolled Millsaps student wants to get transfer credit for a class happening in the future (and wants to be sure it will transfer back to Millsaps). If #2, before registering for the course at the other institution, this form must be on file in the Office of Records at Millsaps College to ensure credit toward degree requirements. In addition, the other institution may want a copy of this form for their records. In the case that a student is transferring in work from any Mississippi Community or Junior College, this form should be filled out for tracking purposes only but department chair signatures are not needed; simply turn into the Office of Records. This is because Millsaps and MCJC have an approved articulation agreement.

Policies:

- Earned hour credit is normally allowed for work taken at other regionally accredited institutions.
- Millsaps College accepts the transfer of credits earned at other institutions of higher education on the basis of course equivalency. Course equivalency is the determination that a course taken at another institution is comparable to a course offered by Millsaps College in terms of objectives, learning outcomes, and educational level. Equivalent courses are accepted and applied to meet program requirements. Non-equivalent courses may be accepted as free electives and count as earned hours toward graduation. Some courses not regarded as consistent with a liberal arts curriculum may not be credited toward a degree.
- Mode of delivery is not a relevant or distinguishing factor in evaluating equivalency.
- For transfer courses not already having recognized equivalencies, the appropriate academic department determines the acceptance and application of each course.
- Academic departments may designate a maximum age for credits to be accepted to fulfill major, minor, or concentration requirements.
- General education and free elective credits do not expire.
- After earning 64 semester hours at a two or four-year institution, a student may not take additional work at a community college or junior college and have it apply toward a degree from Millsaps.
- Credits earned at another institution will be recorded on a non-graded basis.
- Transfer credit is given only for courses in which the student earned a C- or higher.
- In the case of a student transferring to Millsaps with partial fulfillment of a general education requirement, the Office of Records, in consultation with the Compass Council, may approve courses to substitute for the remainder of the requirement.
- Students must be matriculated at Millsaps College to have transfer credits entered into their academic records.
- To qualify for graduation from Millsaps, 32 of the last 40 semester hours of academic work must be taken at Millsaps College.
- It is the student's responsibility to request an official transcript from the institution attended once they have completed their work. The transcript should be sent to the Office of Records at Millsaps College

To be completed by the student:

Student Name_____ ID # _____
Last First Middle

Course taken/to be taken at other institution:

Name of course_____

Course Code_____ Course #_____ Institution offering_____

Amount of Hours_____ Semester taken/to be taken_____

Please attach a copy of the catalog course description at the other institution.

Date_____ Signature of Student_____

To be completed by the Millsaps Department Chair for approval:

I have reviewed the course above and deem it as a substitution to the course indicated below at Millsaps College.

Name of course_____

Course Code_____ Course #_____

If it meets a general education requirement at Millsaps, too, indicate which one here: _____

Date_____ Signature of Department Chair _____

To be completed by the Office of Records at Millsaps College:

Date Form Received: _____Initial from the Office of Records indicating the student is in good academic standing at Millsaps and that the student is eligible to return:

_____

Date Other Institution's Transcript Received: _____ Date entered into Colleague system at Millsaps: _____

Signature from the Office of Records: _____

Form last updated: 2/14/2024