

**APPLICATION FOR RECEIVING CREDIT FOR CORRESPONDENCE COURSES
DURING THE YEAR OF GRADUATION**

Students sometimes find it helpful or necessary to enroll in correspondence work to satisfy course requirements for graduation. In order to enhance the opportunity for success and remove the anxiety of close-to-commencement deadlines, or the frustration of missing commencement due to incomplete course work, the following policy has been established. The maximum number of correspondence credits accepted for transfer is 12 semester hours. Only six semester hours will be accepted in any one field of study. The following courses will not be accepted for transfer when taken by correspondence: Bible Doctrine, Human Relations, Greek, and Curriculum and Methods in Reading.

Students enrolling in correspondence courses during the academic year of their anticipated graduation are required to secure approval from the Registrar by Thanksgiving break. Requirements for approval include: presenting evidence of complete payment, presenting the completed material for the first lesson, and presenting all textbooks required for the course. These must all be presented to the Registrar before Thanksgiving break in order for credit to be applied toward the student's academic program. Courses offered at Maranatha during that academic year (including Summer School) which fit the student's schedule may not be taken by correspondence. All correspondence course work should be mailed to the institution offering the credit by February 22. **Transcripts for all course work done elsewhere must reach the Registrar's Office by April 12 to apply toward graduation.** A late fee of \$200.00 will be assessed for all transcripts received after that date. **Transcripts MUST be received before Wednesday, May 5, in order for you to participate in commencement activities.**

(Please print or type)

Name of Student: _____ I.D. #: _____ P. O. Box #: _____

Classification: _____ Major: _____

Course Title: _____ MBBC Cat. #: _____

I intend to complete the course for the ___Fall 2009___ Spring 2010 Semester: Semester Hours: _____

Correspondence Institution: _____
Name City State

Upon completion of the course, you will need to request an official transcript to be sent to the Registrar's Office at Maranatha.

I have read and understand the policies and procedures for receiving credit for correspondence courses during the academic year of my anticipated graduation and I affirm my intent to conform to these. I understand that I must earn a grade of C- or above in order for the course to qualify for transfer. I understand that I must satisfy the requirements of this form before I will be eligible to be considered a candidate for graduation and be able to participate in commencement activities.

Signature of Student: _____ Date: _____

REQUIRED APPROVALS (Secure signatures for each of the following during personal interview):

Chair of Department offering the course at Maranatha: _____ Date: _____

Chair of Department offering your degree major: _____ Date: _____

Academic Adviser: _____ Date: _____

Registrar: _____ Date: _____

Any appeals made regarding exceptions to this policy should be submitted in writing to the Academic Committee through the Vice President for Academic Affairs or the Registrar.

Please see other side

