

### \*\*\*ADDENDUM\*\*\*

Martin University Student Handbook 2008-2012

#### **Admissions Policy for Transfer Students (page 11)**

This entire section was omitted during the printing of the Student Handbook.

In order to enroll as a student of Martin University, applicants must complete the process below.

- Complete and sign application and pay a \$25 nonrefundable fee
- Provide official college transcripts from all colleges attended
- Provide an official high school or GED transcript if student has less than 12 college semester hours of credit to transfer
- Provide two pieces of identification

In order for credits to be transferred from another institution, the grades for such coursework must be a “C” or better

Students interested in transferring previously earned graduate credit should contact the chairperson of their specific graduate program for details and procedures. In some instances, a graduate student in one program may realize that his/her professional goals may be best met by switching to another graduate program at Martin University. In this case, the graduate student will need to inform the current graduate program and the Graduate School in writing of the decision to terminate participation in the graduate program. Subsequently, the student will need to follow the application procedures outlined by the graduate program he or she wishes to attend. Although the Graduate School does permit the transfer of graduate credit from one graduate program at Martin University to another graduate program within the university, the specific graduate program for which the graduate student is accepted will determine the amount of graduate credit that can be transferred and the students will be expected to adhere to the specific program requirements.