

On Page 26 of the 2019-20 Academic Catalogue, the policy on Visiting Student Letters has changed.

The sentence in the third paragraph, "A visiting student letter will not be issued to a student to attend an institution within the Methodist University service area (Cumberland County)," has been removed from the Catalogue.

The policy as revised states:

Visiting Student Letters

At the time a student enrolls for his/her first class at Methodist University, he/she is considered, for enrollment purposes, a Methodist University student.

In order to receive subsequent academic credit at Methodist University for course work taken at another institution after becoming enrolled, the student must obtain written approval from the Office of the Registrar in the form of a visiting student letter. The Registrar may issue a visiting student letter to a student who has earned 30 credits or more at Methodist University.

Online course credit will not be accepted if Methodist University is concurrently offering an equivalent course online. Any one visiting student letter will not authorize more than nine semester hours of credit and will not be issued to replace the grade of a course previously taken at this institution.

Students who are transferring hours should confer with their advisors to make sure they fulfill MU residency hours. Academic credit for course work taken at another institution after being enrolled at Methodist University, and pre-approved through a visiting student letter, will be transcribed on the student's record with the original grade, but will be excluded from the student's Methodist GPA. Only courses in which a student has earned a C or higher will be used to fulfill graduation requirements. Visiting Student Letters are mailed directly to the transient institution; it is the student's responsibility to complete any additional requirements of that institution. Transcripts must be forwarded to Methodist University after completion of the course work.

A student seeking teacher licensure only or lateral entry must complete all courses listed on the Individualized Education Plan (IEP) prepared by the Education Department at Methodist University.