



Muhlenberg College 转学分指导

转学分信息：

1. 暑期课程最多能转回学校 4 个学分，成绩达 C-或者以上可以转学分。

6 步转学分流程：

Step1 登陆官网 www.auiaschool.com 查看需要上的 AUIA 课程，下载课程描述及课程大纲。

Step2 去 Office of the Registrar 找 Chair，告知有上暑课的意向，并将 AUIA 的课程描述及课程大纲给 Chair 评估可以上哪些课程。Chair 会给表格让同学填写相关信息,并确定对应课程。

Step3 带着表格去 Academic Department 找 Department Chair 签字确认课程。将签好字的表格交回 Office of the Registrar。

Step4 暑假去 AUIA 国际暑期学校上课，成绩达到 C-或者 C-以上。

Step5 课程结束后，成绩单会从 AUIA 举办暑期课程的大学直接寄送到学校 Office of the Registrar。

Step6 大概 4-6 周左右时间可以登陆学校系统查看学分是否转入成功；如有问题，请及时联系学校相关部门。

Mailing address

Muhlenberg College, Office of the Registrar
2400 Chew Street
Allentown, PA 18104
Phone: (484) 664-3190
Email: registrar@muhlenberg.edu

更多转学分信息，请向校园大使或者 AUIA 国际暑期学校客服老师咨询

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学校官网转学分政策：

Transfer Course Policy:

<http://www.muhenberg.edu/main/aboutus/registrar/transferringcourses/information/>

Muhlenberg College recognizes that it is a fairly common occurrence for students to supplement their academic experience here by engaging in studies away from our campus. Listed below are the Policies we follow with respect to transferring credit to Muhlenberg.

1. Almost all courses taken elsewhere must be transferred to Muhlenberg College. The only exception are courses offered through the Lehigh Valley Association of Independent Colleges (LVAIC) consortium.
2. In order to be eligible for transfer, a course must typically be offered at a regionally accredited institution.
3. After matriculating at Muhlenberg, students must receive pre-approval in order for a course to be considered for transfer toward the Muhlenberg degree.
4. In order to be eligible for transfer, all courses must be consistent with the ideals of Muhlenberg's liberal arts education. These ideals include attention to how students learn as well as what they learn. Such courses commonly include:
 - critical thinking, analysis, and synthesis,
 - interaction between the faculty member and the student,
 - interaction among students,
 - developing arguments through logic, evidence, and reason,
 - writing, and
 - faculty comments on writing assignments and/or exams.
5. Department chairs assess courses for transfer based on their hours, content, and pedagogy, using the description and syllabi to see if they are consistent with that taught at Muhlenberg or supportive of a liberal arts degree. Students must provide course syllabi and catalog descriptions when requesting transfer approval.
6. The College does not distinguish between online courses and other courses for general transfer credit counting towards the graduation requirement of 34 course units. For purposes of statistical reporting only, students will be asked to indicate on the Transfer Course Form whether the course is being taught online.
7. No online courses taken while studying abroad are eligible for course transfer.
8. Courses of a vocational or technical nature are generally not acceptable for transfer. Remedial courses are not acceptable for transfer.
9. At least 17 course units must be completed at Muhlenberg College. Consequently, no more than 17 non-Muhlenberg course units (whether transferred or awarded for test scores) may contribute to the 34 course units required to earn a bachelor's degree at Muhlenberg.
10. The college will accept no more than five (5) transfer course units during a single academic term (fall or spring), while four (4) transfer course units is the limit for any combination of summer terms in a single

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summer. No courses taken concurrently elsewhere - including online courses - that exceed the course load limit of 5.5 units per semester will receive credit.

11. Only courses for which a grade of "C-" or better was earned will be considered for transfer to Muhlenberg. Courses not using a traditional letter grade (A-F) will be considered for transfer only if additional documentation detailing successful completion is provided.

12. Grades earned in transferred courses will not be included in the Muhlenberg grade point average nor will they be used to determine graduation honors. In order to be eligible for graduation honors, students must complete a minimum of 17 graded (not pass/fail) courses in residence.

13. Accepting courses for transfer and applying them toward degree requirements are separate considerations. Courses may transfer as elective credits but not satisfy specific requirements.

14. The College normally awards transfer credit to courses taken within ten years of entering Muhlenberg. Courses that have been taken more than ten years prior will be evaluated on a course-by-course basis for transfer approval.

15. The College will evaluate military credits on a course-by-course basis for transfer approval.

16. The College reserves the right to accept or deny the awarding of transfer credit.

17. Many institutions do not use a course unit system similar to Muhlenberg's. Use the table below to convert between credit hours and course units:

CREDIT HOUR TO COURSE UNIT CONVERSION

Credit Hours Elsewhere	Muhlenberg Course Unit
3, 4, or 5	1
2	1/2
1	1/4

18. If a student seeks to fulfill a major, minor, or general academic requirement through a transfer course, the appropriate department chairs and program directors will evaluate whether a particular course will fulfill that requirement.

19. Students seeking a Writing (W) designation for a transfer course must submit an application to the Writing Program Committee, including the syllabus and in some cases, a writing portfolio. The transfer course should resemble as closely as possible the structure of a "W" course at Muhlenberg.

20. Students seeking Pennsylvania teacher certification are expected to take all required education courses at Muhlenberg. Exceptions may be granted only with the approval of the Education Department.

Transfer Course Process:

Before a Student Enrolls in a Course Elsewhere:

- Obtain course descriptions for any course(s) of interest at another institution.
- Discuss plans for completing coursework elsewhere with an academic advisor and secure his or her signature before proceeding.
- Visit the academic department that would most likely offer the course if it were taken here. The

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department chair is responsible for the decision to approve or deny coursework for transfer to Muhlenberg.

- Return the completed Transfer Course Authorization form to the Office of the Registrar.

After the Student Completes the Course:

- Forward an official academic transcript to Muhlenberg. Please direct academic transcripts to Muhlenberg College, Office of the Registrar, 2400 Chew Street, Allentown, PA 18104. No outside coursework will be posted to a Muhlenberg record until an official academic transcript is received from the institution attended.
- If any type of financial aid was received through Muhlenberg, a financial aid transcript must be forwarded as well. Failing to do so may jeopardize eligibility for aid in future terms. Please direct financial aid transcripts to Muhlenberg College, Office of Financial Aid, 2400 Chew Street, Allentown, PA 18104.

Transfer Coursework for First-Year Students:

Students who have taken college coursework may seek credit for such work by submitting a college transcript, course description, and, in some cases, other course materials. The Office of the Registrar, working with the appropriate Department Chair, will evaluate the coursework.

If a student wishes such a course to be evaluated by Muhlenberg College, the student's advisor should be informed during the summer advising period. On the initial registration worksheet in June, there is an area to indicate that the student took college level work. At the end of June the Registrar's Office will send a detailed letter to these students informing them of what to send to the Registrar's Office for course transfer.

The following materials should be submitted to the Registrar's Office before August 1:

A college transcript issued by an accredited college or university and the catalog course description.

Departments may, at their discretion, request additional course materials for review.

Should the course(s) be accepted for transfer, an advanced standing form will be completed detailing the course equivalent.

All materials should be sent to the Office of the Registrar.

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AUIA 课程对应 Muhlenberg College 课程

台北校区---国立台湾科技大学

AUIA 课程代码	AUIA 课程名称	课程代码
ACCT 111	Financial Accounting	
ACCT 112	Managerial Accounting	
ANTH 105	Introduction to Anthropology	
ART 101	History of Art: Prehistory to Postmodernism	
BIOL 101	Introduction to Biology	
CHEM 101	Introduction to Chemistry	
ECON 101	Principles of Microeconomics	
ECON 102	Principles of Macroeconomics	
ECON 302	Money, Banking and Financial Market	
ENG 101	English Literature	
ENG 102	Public Speaking	
ENG 104	College Writing	
ENG 105	Introduction to Film and Film Theory	
FIN 101	Introduction to Finance	
HIS 105	Introduction to American History	
HIS 120	Introduction to World History	
MATH 111	Calculus 1	
MATH 122	Calculus 2	
MATH 200	Linear Algebra and Differential Equations	
MATH 300	Multivariable Calculus	
PHIL 101	Introduction to Philosophy-From Plato to Fanon	
PSC 101	Introduction to Comparative Politics	
PSY 101	Introduction to Psychology	
SOC 111	Introduction to Sociology	

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首尔校区---韩国外国语大学

AUIA 课程代码	AUIA 课程名称	课程代码
ACCT 111	Financial Accounting	
ACCT 112	Managerial Accounting	
ANTH 105	Introduction to Anthropology	
BUS 202	International Business	
BUS 203	Organizational Behavior	
ECON 101	Principles of Microeconomics	
ECON 102	Principles of Macroeconomics	
ECON 203	Business Statistics	
HIS 101	Introduction to Modern East Asian History	
HIS 102	Introduction to World History	
KORN 101	Introduction to Korean Language	
MKT 201	Principles of Marketing	
MKT 301	Consumer Behavior	
PHIL 101	Introduction to Philosophy	
PHIL 201	Introduction to Ethics	
PSY 101	Introduction to Psychology	
RELG 101	Introduction to Religions	
SOC 111	Introduction to Sociology	

【说明】以上对应课程信息仅供参考，具体对应课程情况以每位学员自主审课结果为准。

2016 年学员转回学分凭证：

2016国立台湾科技大学转回Muhlenberg College2个学分

	TRANSFER COURSE(S)	Grade	Term	Crds
----->From	National Taiwan Univ Sci&Tech			
ANTH105	Introduction to Anthropology (SL)	■	sm16	1.00
HIS120	Introduction to World History (HU)	■	sm16	1.00

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