

**Simmons College
College of Arts and Sciences
Graduate Programs**

PETITION FOR TRANSFER OF CREDIT

Regulations for Graduate Student Transfer of Credit: Under special circumstances, a student may receive credit for *graduate* work completed at another accredited institution. Between four and eight semester hours are normally granted, but never more than eight. The regulations are as follows:

1. Credit is generally not granted for more than the face value credit assigned by the host institution. Courses valued at a minimum of three (3) credits will have one credit waived toward the degree with approval.
2. The lowest grade normally accepted for transfer of credit is B.
3. Quarter-hour credits transfer at two-thirds of a semester hour.
4. No credit is given for courses completed toward another degree.
5. No credit is given for courses taken more than 5 years before the date of this petition.

For courses completed *before admission to the program:* Graduate programs consider transfer of credit petitions only within 6 months of acceptance into the program. An official college/university transcript must accompany this petition.

For courses to be taken *after admission to the program:* A Petition For Transfer of Credit must be completed *before* enrolling in courses at another institution. Courses taken elsewhere also must not be available at Simmons and must be taken only for special reasons. An official transcript must be sent to the office of the Registrar when the course has been completed.

Name _____ Program _____
Address _____ ID Number _____
City _____ State _____ Zip _____ Telephone Number _____

Date admitted into the Program: _____ **OR** Anticipated date of admission: _____

Have you transferred credits towards this degree prior to this petition? _____ If yes, how many? _____

Institution	Course Number & Title	Start Date - End Date (month/day/year)	Number of Credits
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1.

2.

Total Number of Credits: _____ Are they semester hours or quarter hours? (Circle one.)

Submitted with this petition must be:

- A copy of the catalog course description.
- An official college/university transcript if the course(s) has been completed.

I have read and understand the above regulations: _____
(Student Signature) (Date)

THIS PETITION HAS BEEN: **APPROVED** **DENIED (See attached comments)**

SIGNATURES:

Program Director _____ Date _____

Dean of College _____ Date _____

Registrar _____ Date _____