



SIMMONS COLLEGE  
Office of the Registrar  
300 The Fenway, Boston, MA 02115  
Tel 617.521.2111 Fax 617-521.3144  
**PETITION TO TRANSFER CREDIT**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Simmons ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**REGULATIONS FOR UNDERGRADUATE TRANSFER OF CREDIT:**

1. No credit is given for work done in a summer or winter session lasting less than three weeks.
2. Credit granted will never exceed the face-value credit assigned by the host institution.
3. For a summer or winter session of five weeks or less, credit not exceeding one semester hour per week of the session will be granted. For example: A student who enrolls in two 3-credit courses in one 5-week session will receive a maximum of five transfer credits.
4. In a summer or winter session of six to eight consecutive calendar weeks, face-value credit not exceeding eight semester hours will be granted.
5. No more than 16 semester hours of summer school credit, winter session credit, or a combination of both, from other institutions may be credited toward the Simmons degree. This includes summer or winter credit completed at other institutions prior to matriculating at Simmons. A maximum of 16 semester hours of credit may be earned in one summer, regardless of whether the courses are taken at Simmons or at another institution.
6. The lowest grade accepted for transfer credit is C. If a pass/fail option is offered by the host institution, it is the student's responsibility to provide proof that the grade of 'Pass' represents the letter grade of 'C' or better. *(Except to fulfill foreign language requirement.)*
7. Quarter-hour credits transfer as two-thirds of a semester hour.
8. Summer or winter courses to be considered for the foreign language requirement, the modes requirement, or concentration must receive prior approval from the appropriate department chairperson (see "Required Signatures of Approval" below). Bring a course description with you when obtaining department approval.
9. Grades for course work accepted as transfer credit are not factored into the Simmons grade point average. Only credits are listed on the transcript.
10. **Petitions submitted without the required signatures, course information, exact beginning and ending dates, and credit hours cannot be processed and will be returned to you.**

I have read, understand, and will abide by the above regulations: \_\_\_\_\_

STUDENT'S SIGNATURE

Course Title & Course Number: \_\_\_\_\_

College/University: \_\_\_\_\_

Beginning date/End date (mm/dd/yy): \_\_\_\_\_

Days of week & times of day: \_\_\_\_\_

# of credits being requested: \_\_\_\_\_

If fulfilling Mode of Inquiry, indicate which one: \_\_\_\_\_

If fulfilling a major requirement, indicate which one: \_\_\_\_\_

**REQUIRED SIGNATURES OF APPROVAL:**

***All petitions must include the student, adviser, and registrar signatures.***

**For courses fulfilling a requirement for your major:** Obtain the signature of the Simmons College department chairperson in the academic department of your major.

**For courses fulfilling a Mode of Inquiry:** The Office of the Registrar will approve courses for Modes of Inquiry on behalf of the Curriculum Committee (department chairs do not approve courses for Modes). Please provide a course description with this form when obtaining course approval for a Mode of Inquiry.

**For foreign language requirement:** Obtain the signature of the department chairperson in the Modern Languages Department.

DEPARTMENT CHAIRPERSON: \_\_\_\_\_

ADVISER: \_\_\_\_\_

APPROVAL FOR THE COURSE AND APPROPRIATE FOR THE MAJOR

REGISTRAR'S OFFICE: \_\_\_\_\_ TOTAL CREDITS APPROVED: \_\_\_\_\_

**PLEASE NOTE: An official transcript must be sent to the Office of the Registrar upon completion of your course(s). This is the only way the credits will transfer.**