



PETITION TO TRANSFER CREDIT SUMMER/WINTER SEMESTER

Student Name: _____

Simmons I.D: _____

Graduation Date: ____/____/____

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 Key Content Area or Mode of Inquiry,
indicate which one: _____

Registrar Approval: _____

If fulfilling a Major or Minor requirement,
indicate which exact course this fulfills: _____

Department Chair Approval: _____

If fulfilling the Language requirement, please obtain
signature of the Modern Languages Dept Chair: Chair Approval: _____

REGULATIONS FOR UNDERGRADUATE TRANSFER OF CREDIT:

1. **Attach the course description to this document. Language and Biology courses will require a syllabus for approval.**
2. 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 total semester hours of summer/winter session credit from other institutions may be credited toward the Simmons degree.
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. Language courses must be taken for a letter grade.
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 or concentration must receive prior approval from the appropriate department chairperson. Bring a course description with you when obtaining Department approval.
9. Grades for transfer credit are not factored into the Simmons grade point average. Only credits are listed on the transcript.
10. **An Official Transcript must be mailed directly to the Office of the Registrar upon completion of your course(s).**

I have read, understand, and will abide by the above regulations.

STUDENT'S SIGNATURE: _____

ADVISER'S SIGNATURE: _____

Return this Petition to:

Office of the Registrar, Simmons College, 300 The Fenway, Boston, MA 02215.

Phone: 617.521.2111

Fax: 617.521.3144

transfercredit@simmons.edu

FOR OFFICE USE ONLY: Approved By: _____ TOTAL CREDITS APPROVED: _____ Date: _____