

Simmons University
College of Natural, Behavioral and Health Sciences
Department of Behavior Analysis

Graduate Behavior Analysis Petition to Transfer Credit from an Outside Institution

Under special circumstances, a student may receive credit from prior work completed at another accredited institution. The Department of Behavior Analysis will allow students to transfer credit for a maximum of two courses, not exceeding a maximum of eight (8) credits. Students must complete the transfer of credit form and submit it to the Program Director/Chair of Graduate Behavior Analysis for approval and processing. The guidelines are as follows:

1. Credit is not granted for more than the face-value credit assigned by the host institution.
2. Students must have received a B (83%) or better in the course to receive transfer credit.
3. An official transcript must accompany the transfer credit form.
4. A copy of the syllabus must accompany the transfer credit form.
5. No credit is given for courses taken more than five years before the date of the application for transfer credit.
6. Students may not replace core curriculum with alternative electives taken at other institutions.
7. Transfer credit requests must be made prior to registration for the student's subsequent term.

Name:

Student ID Number:

Requesting Transfer Credit for the following Simmons Course #s (up to 2): _____

Courses requesting to be transferred:

Course Number: _____ Course Title: _____

Institution: _____ Semester of completion: _____

Number of Credits: _____

Course Number: _____ Course Title: _____

Institution: _____ Semester of completion: _____

Number of Credits: _____

Student Signature: _____ **Today's Date:**

Please submit the transfer credit form to your Academic Advisor

SIGNATURE OF APPROVAL:

Program Director or Graduate Chair: _____ Date: _____

Associate Dean: _____ Date: _____

Simmons Course Number(s) approved for transfer credit: _____