

**Simmons** UNIVERSITY  
Gwen Ifill College of Media, Arts, and  
Humanities

**Graduate Programs in Children's Literature, Gender & Cultural Studies, or History**

**Petition to Transfer Credit from an Outside Institution**

Under special circumstances, a student (or prospective student) may receive credit from prior work completed at another accredited institution. The department will allow students to transfer credit for a maximum of two courses, not exceeding eight (8) credits total. Students must complete this transfer of credit form and submit it to the Program Director 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 this 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. All transfer credit decisions are subject to departmental approval. Please direct questions to the Graduate Program Director.

**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 Program Director*

**SIGNATURE OF APPROVAL:**

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Simmons Course Number(s) approved for transfer credit: \_\_\_\_\_