



Name _____ Date _____
Address _____
City _____ State _____ Zip Code _____ SSN _____

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.
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.
6. The lowest grade accepted for transfer credit is C.
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.
9. Grades for course work accepted as transfer credit are not factored into the Simmons grade point average.
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, advisor, 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 _____

ADVISOR _____

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.