



# SMITH COLLEGE

Office of the Registrar, College Hall 102

## Petition for Transfer Credit

**For Credit Abroad:** Students seeking approval of credit for study outside of the U.S. need to submit their request via the [Smith International Travel Experience System \(SITES\)](#) contact the Lewis Global Studies Center for questions.

**For Credit in the U.S.:**

**Courses must be pre-approved before you register**

- 1) Complete this form and submit it to the registrar's office with course description(s) of course(s) you are interested in taking.
- 2) The registrar's office will return the form to let you know which courses are approved.
- 3) After you complete your course(s) have an official transcript sent from the school you attended to the registrar's office to complete the transfer of credit.

See the registrar's office website for more [information on transfer credit](#).

**Latin Honors:** Students may request to have transfer courses apply toward the [Latin Honors distribution](#). A course may be used to cover only one field of knowledge.

**Grades:** Grades for transfer credit are not recorded on the Smith transcript. A grade of C or higher must be earned in order for a course to transfer. Students on academic probation must earn a B- or higher for a course to transfer.

**Online courses:** require pre-approval of the CAP online course committee, which only meets during the academic year. A syllabus must be submitted for online course review. Your petition will be submitted to the committee by the registrar's office.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_ ID#: \_\_\_\_\_

email: \_\_\_\_\_ Major: \_\_\_\_\_ Adviser: \_\_\_\_\_

School to be attended: \_\_\_\_\_ Required summer credit? \_\_\_Yes \_\_\_No

Term:  Fall  Spring  Summer  Interterm Year: \_\_\_\_\_

Credits:  Semester Credit  Quarter Credit\*

\*quarter credit is equivalent of 2/3 of a semester credit

**List all courses and submit with course descriptions**

Dept. and Course No.	Title of Course	Credits	Proposed Latin Honors	Pre-Approved RO use only

*This form is only for approval of credit towards the degree. If courses are to be counted toward a **major or minor**, or as a **prerequisite**, you must consult with your adviser and/or the chair of the appropriate department/program at Smith College. It is your responsibility to ensure that these courses are acceptable for your major or minor, or as a prerequisite.*

Course(s) noted above as pre-approved for degree credit will be added to your record pending receipt of an official transcript.

RO approval: \_\_\_\_\_ Date: \_\_\_\_\_