

Transfer Credit Petition

Name: _____ ID# _____

I have already taken this course (dates): _____ I plan to take this course (dates): _____

School (to be) attended: _____

Is course online? _____ Total contact hours: _____

Course # _____ Course Title _____ Credit Hours _____

Accredited by: _____ Semester/Quarter/Trimester _____

Why I am taking this course elsewhere (if not already taken): _____

Attach course syllabus to this form

The Seattle School Course Equivalent(s): _____

Have you had other credit transferred to The Seattle School? [] NO [] YES

If "YES", how many credits (transfer credits are limited to 15 credits per student): _____

Notes:

- Acceptable sessions comprise a minimum of 15 contact/seat hours for 1 credit, 30 contact hours for 2 credits and 45 for 3 credits.
- Only credit is transferred, not the grade. In order to receive credit assigned, a student must earn a grade of 3.0 (B) or higher in the course.
- A separate petition must be filed for each course taken.
- The transfer credit will be awarded in the term that the Academic Office receives an official transcript showing the course completed with a grade of 3.0 (B) or higher.

Decision:

Approve: _____ **Date:** _____ **Letter:** _____ **Disapprove:** _____ **Date:** _____ **Letter:** _____

Reason for Disapproval: _____