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 #_________ CoursTitle________________________________ 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:__________________________________________________________