



## Petition for Transfer of Credit

Course Must Be Graduate Level of Study  
Office of the Registrar

A separate form is required for each course for which transfer of credit is being requested. Please print in the spaces provided on the form. The syllabus and an official transcript must be submitted with this petition.

Student ID#: \_\_\_\_\_

Student Name: \_\_\_\_\_

William James College Program: \_\_\_\_\_

William James College Advisor: \_\_\_\_\_

Institution where course was taken:

- Check one:  Official transcript showing course is in my student file at William James College  
 Official transcript showing course will be sent to the Registrar at William James College

**Course being submitted for transfer of credit consideration:**

Term and Year	Course Code	Course Title	Number of Credits	Semester or Quarter System	Grade

Equivalent to (William James College Course Name): \_\_\_\_\_

Course Number: \_\_\_\_\_ Transfer Credit Accepted (1, 2, or 3): \_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

Please return completed form and all required documents to:  
Registrar's Office, Attn: Sonji Paige

Approved by \_\_\_\_\_  Yes  No

If no, reason: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Reviewer*

\_\_\_\_\_  
*Date*