



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 (if known):

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):

WJC Course Number:

Student Signature

Date

Please send this form along with course syllabus and relevant documentation to: Sonji Paige, Registrar via email at Registrar@williamjames.edu, or via fax at 617-477-2030. If you have questions, you may also call at 617-564-9393

Reviewed by:

Approved: Yes # Semester Credits approved:
No Reason:

Signature of Reviewer

Date