

*Note: The Executive Committee will meet in the fourth week of each of the following months: August, September, January, and April.*

**PETITION FOR TRANSFER OF CREDIT**

*Student: Please read the information on the next page before completing and submitting this form.*

Name	Student ID#
Address	Telephone#
	Filing date
<input type="checkbox"/> Please check if this is a change of address	Date entered <small>semester/year</small>
Department	Degree sought
Have you transferred any other credits toward this degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you enrolled in a Tufts certificate program prior to matriculation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note: An official transcript of the work to be transferred must be attached to this petition. Petitions will not be considered without a transcript. A maximum of two courses may be transferred, unless a student is enrolled in a graduate certificate program at Tufts.**

Date course taken (semester/year)	
Institution where work completed	
Course number and title	
Credits earned	Grade received

Date course taken (semester/year)	
Institution where work completed	
Course number and title	
Credits earned	Grade received

*Date course taken (semester/year)	
Institution where work completed	
Course number and title	
Credits earned	Grade received

*Date course taken (semester/year)	
Institution where work completed	
Course number and title	
Credits earned	Grade received

**RECOMMENDATION OF DEPARTMENT**

I recommend that this petition be granted, and I certify that none of the above courses have been counted toward any other degree.

Date	Adviser
	Chairperson

**APPROVAL**

Date	Dean of the graduate school
------	-----------------------------

**COURSES APPROVED:**

**COURSES NOT APPROVED:**

*\*For Tufts certificate students only*

PETITION FOR TRANSFER OF CREDIT

### TRANSFER OF CREDIT

After matriculating in the Graduate School of Arts and Sciences or the School of Engineering, eligible students may apply for transfer credit for graduate-level courses taken at Tufts or at other institutions.

A maximum of two graduate-level courses (one for M.F.A. candidates) taken either through the College of Special Studies at Tufts University or at another institution may be transferred and used to fulfill requirements for a master's degree subject to the following conditions. Credits transferred must:

- carry the grade of B- or better (courses taken as pass/fail cannot be transferred)
- have been taken following completion of the baccalaureate degree
- not have been counted toward another degree
- have been earned in graduate-level courses at a properly accredited institution

Tufts certificate students may request to transfer in up to two additional courses from the College of Special Studies towards their graduate degree program. Certificate students may not transfer courses taken outside of Tufts into a certificate program.

Courses taken at Tufts as an undergraduate are not subject to the transfer of credit limitations provided that they meet the following conditions:

- Undergraduates must formally petition to reserve these credits prior to earning their Tufts undergraduate degree
- Credits transferred into a graduate program cannot be counted towards a Tufts undergraduate degree

In all cases, courses to be transferred must be approved by the department.

Students accepted into a doctoral program who have earned master's degrees at other institutions need not transfer any courses taken through the master's program toward the Ph.D., since the master's degree is accepted "in toto" upon acceptance into a doctoral program. Individual departments may, at their discretion, accept these courses in order to reduce the actual number of courses required for the doctor of philosophy degree.

Courses taken at Tufts through the Graduate Career Advancement Program are generally accepted for transfer credit outside of Tufts. However, it is important to secure the other institution's approval for a credit transfer in advance of your course selections. A one-semester course at Tufts is worth one course credit, which is usually equivalent to four semester hours at other universities.

No student will be allowed to graduate without the graduate school's approval of transfer credits. It is *the student's responsibility* to obtain approval of credit transfers prior to submitting his/her degree sheet. Students submitting degree sheets with pending course transfers will not be placed on the degree recipient list. The graduate school reserves the right to deny transfers of credit if it determines that all criteria have not been met.