



# Middlebury Institute of International Studies at Monterey

## Petition to Transfer Course Credits

Name: \_\_\_\_\_ Program: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Grad term: \_\_\_\_\_

Transfer credit for coursework already completed or  proposed courses for external study/transfer credit  
 Graduate credit or  Undergraduate credit

**NOTE: The petition request will not be considered final until the student has received written confirmation from the Records Office. Each graduate school will be responsible for notifying the student concerning the status of his/her petition request, and for sending the petition to the Records Office once it has been approved by the appropriate academic managers and faculty.**

In signing this, I understand, to be accepted, the course(s) must conform to all regulations in the Policy and Standards Manual under section 5.12, "Transfer of Academic Credit," and:

1. Earn a grade of B or better, and not have been counted toward any previous degree at any school.
2. Be: graduate level for graduate credit, (transfer credits not to exceed 25% of degree requirements).  
 upper division level for undergraduate credit, (transfer credits not to exceed 50% of degree requirements).  
 The minimum residency requirement for ALL degrees at MIIS is 30 semester credits.
3. U.S. institutions must be accredited by one of the regional accrediting bodies, such as NEASC, WASC, etc.
4. International institutions must be accredited by the Ministry of Education in the country of education.
5. Submit school accreditation information, course syllabus(preferred) and/or other descriptive course material.
6. Be approved by the Graduate School Dean or Assistant Dean. Language courses must be approved by the Academic Advisor for Language Studies.
7. Submit an official transcript to the Records Office. Transcripts not in English must be accompanied by a certified English translation.
8. Once recorded a transferred course will not be removed from your record.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

| COURSE: Number, Name | # of credits | Credit type:<br>S=Semester<br>Q=Quarter | Accredited School Name | Term & Year | Which requirement does it meet? |
|----------------------|--------------|---|------------------------|-------------|---------------------------------|
|                      |              |   |                        |             |                                 |
|                      |              |   |                        |             |                                 |
|                      |              |   |                        |             |                                 |

Approved Yes/No \_\_\_\_\_ Date \_\_\_\_\_

1. Language Studies Advisor: \_\_\_\_\_  
 2. Graduate School Dean/Asst. Dean: \_\_\_\_\_  
 3. Records Office: \_\_\_\_\_

Records Office Use Only: Posted \_\_\_\_\_ transfer credits on (date) \_\_\_\_\_ Initials \_\_\_\_\_