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 A.6.l, "Transfer of Academic Credit from Other Institutions," 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 Associate 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: S=Semester Q=Quarter	Accredited School Name	Term & Year	Which requirement does it meet?

	Approved Yes/No	Date
1. Language Studies Advisor: _____	_____	_____
2. Graduate School Dean/Associate Dean: _____	_____	_____
3. Records Office: _____	_____	_____