

**Petition for Transfer Credit**

Name: \_\_\_\_\_  
Academic Program: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Home Address: \_\_\_\_\_ LC ID#: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
LC Email: \_\_\_\_\_ Ph # \_\_\_\_\_ Work Ph # \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lewis & Clark College Graduate School of Education and Counseling Course I am Petitioning  
Course Number and Title/Description**

Department	Course #	Course Title/Description	Credits
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**PETITION TO TRANSFER EQUIVALENT COURSEWORK** (Candidates seeking Master's degrees may petition to transfer credits from another institution. The maximum number of transfer credits allowed is 10 semester hours, earned no more than five years prior to admission).

Please include with petition:

- (1) Official transcript and a copy of the course description from the university or college catalog or course syllabus.
- (2) CR/NC or Pass/Fail courses may be accepted if the course catalog or transcript key states that the grade granted is equivalent to a grade of B (3.0) or better.

*(Note: Advisors may request additional information for consideration.)*

**OFFICE USE ONLY: TO BE COMPLETED AFTER FULL ADMISSION**

Recommended: Yes  No

Total Semester Credits Approved: \_\_\_\_\_ out of \_\_\_\_\_ total credits required for petitioned class

Institution transfer courses are coming from \_\_\_\_\_

Subject and course numbers from the outside institution used for the transferring in courses to meet the LC equivalent course:  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_