

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

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 <input type="checkbox"/> No <input type="checkbox"/>	
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: _____