



Harvard University Extension School

Undergraduate Degree Programs Office

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • Fax: (617) 998-8494 • www.extension.harvard.edu/undergrad/

Transfer Credit Petition

In order for Bachelor of Liberal Arts (ALB) degree candidates to receive transfer credit from a college or university outside the Harvard community, they must complete this form and attach course descriptions prior to registering. Only liberal arts courses with grades of C– or higher from accredited liberal arts schools are eligible for transfer. In addition, the Undergraduate Degree Programs Office will accept up to three (3) CLEP tests (4 credits each) with test scores of 62 or higher for the French exam, 66 or higher for the Spanish exam, and 56/560 or higher for all other exams.

The Undergraduate Degree Programs Office is not obligated to accept any coursework that has not been pre-approved; the office may limit the number of transfer credits accepted per semester; and candidates **may not complete the ALB degree through transfer credit**.

Candidates receiving financial aid from the Extension School must inform the Financial Aid Office of their intent to take courses elsewhere, and candidates currently deferring loans must inform the Registrar’s Office.

Please return this petition along with the appropriate course descriptions to Lynn Rublee, Undergraduate Degree Programs Office.

Student Information

Name _____
First *Last*

Address _____
Street

_____ *City* *State* *Zip*

E-mail address _____ Daytime phone number _____

DCE ID number

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 GPA _____
(see www.extension.harvard.edu/login if unsure)

Number of accepted transfer credits to date _____
you may not exceed a total of 64 transfer credits

Transfer Information

Name of the college or university from which you wish to receive transfer credit

State the credit system and provide documentation _____
example: quarter, semester

The term you plan to attend _____

Course titles

_____	<i># of credits</i>
_____	<i># of credits</i>
_____	<i># of credits</i>
_____	<i># of credits</i>

Upon completion of the approved coursework, you are required to have an official transcript sent directly to the Undergraduate Degree Programs Office, attention Lynn Rublee. Please inform the Undergraduate Degree Programs Office if you decide not to attend or drop/withdraw from the courses.

Student's signature _____ Date _____

Attach Course Descriptions and Credit System Information Here

Undergraduate Degree Programs Office use only	
Approved by _____	Date _____
Approval letter sent to student? _____	Coded in BAN/FM5? _____
Transcript received? _____	Coded in BAN/FM5? _____
Did not attend _____	