



HARVARD EXTENSION SCHOOL

Office of Undergraduate Candidate Advising and Program Administration

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • www.extension.harvard.edu/undergraduate-degrees

Transfer Credit Petition

Once officially admitted to the Bachelor of Liberal Arts (ALB) program, you can be approved to complete up to 64 total transfer credits from colleges or universities outside Harvard University. Only pre-approved courses with grades of C or higher from regionally-accredited institutions are eligible for transfer. ALB candidates can transfer a maximum of 32 business administration and management and 8 studio arts credits. The Undergraduate Degree Program Office will accept up to a combined maximum of 16 credits for any course work completed by an examination, such as College Level Examination Program (CLEP), or that is approved by American Council on Education (ACE).

CLEP exam scores with grades of 56 or higher are awarded 4 credits toward the ALB degree.

ACE evaluates and determines the viability of formal courses and examinations taken outside traditional classrooms for college credit. Credit approved by ACE is not automatically approved by Harvard Extension School for transfer credit. Students must supply course descriptions for their ACE-approved courses if they wish them to be considered for transfer credit. Only those courses with learning outcomes that align with those found in Harvard Extension School courses are accepted for transfer credit.

ALB candidates cannot use transfer credit to fulfill the following degree requirements: Field of Study, Minor, Writing Intensive, Moral Reasoning, or Quantitative Reasoning.

The Office of Undergraduate Candidate Advising and Administration 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 you may not complete the ALB degree through transfer credit in the semester you are graduating.

If you are receiving financial aid from the Extension School, you must inform the Student Financial Services Office of your intent to take courses elsewhere. If you are deferring loans, you must inform the Registrar's Office.

Please return this petition along with the appropriate course descriptions to Lynn Rublee (lynn_rublee@harvard.edu), Academic Advisor, Office of Undergraduate Candidate Advising and Administration.

Deadlines	Fall courses: August 15	Spring courses: December 15	Summer courses: May 15
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Student Information

FULL LEGAL NAME (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

E-MAIL ADDRESS

HARVARD ID NUMBER	DAYTIME PHONE NUMBER	GPA	NUMBER OF ACCEPTED TRANSFER CREDITS TO DATE
(appears on your ID card)		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 (example: quarter, semester)	THE TERM YOU PLAN TO ATTEND (example: Fall 2014 or Summer 2016)

COURSE TITLES	NUMBER OF CREDITS

Continued on next page.

Upon completion of the approved coursework, you are required to have an official transcript sent directly to the Office of Undergraduate Candidate Advising and Administration. Please inform the Office of Undergraduate Candidate Advising and Administration if you decide not to attend or drop/withdraw from the courses.

Student's signature _____ Date _____

Cut and Paste Course Descriptions and Credit System Information Here