# Bay State College
## Request for Transfer of Credit

Student's Name_____ Student ID#_____ Date _____

**• TO THE STUDENT: After you complete this form...**

1. Take the form to your Adviser for approval.
2. Take the form to the Dean or Campus Coordinator for approval.

**It is your responsibility to arrange for an official transcript to be sent directly from the Registrar at the institution where the course is taken to the Registrar's Office at Bay State College, 122 Commonwealth Avenue, Boston, MA 02116.**

Only when the course credit transfer has been approved and an official transcript has been received showing a grade of "C" or better for the course, will the credit be transferred to your student records at Bay State College.

The grade for the transferred course will not be figured into your GPA at Bay State College.

The Registrar will mail you a Term Report Card for the transferred course(s). **Please be aware that this process could delay your graduation if the course(s) to be transferred is taken during your final semester.**

**• INFORMATION ABOUT THE COURSE FOR WHICH CREDIT IS SOUGHT:**

SEMESTER THE COURSE IS TO BE TAKEN: __ SPRING __SUMMER __FALL 200_____

NAME OF INSTITUTION AT WHICH COURSE IS TO BE TAKEN_____

ADDRESS OF INSTITUTION_____

THIS INSTITUTION IS __ACCREDITED __NOT ACCREDITED (COMMENT BELOW)***

NAME OF THE COURSE_____

CREDIT IS AWARDED IN THE FORM OF __SEMESTER HOURS __QUARTERS

THE COURSE WILL COUNT AS __ A REQUIRED COURSE __ AN ELECTIVE

- IF THE COURSE IS TO COUNT AS A REQUIRED COURSE, GIVE THE NAME OF THE BSC COURSE IT WILL REPLACE._____
- ATTACH A PHOTO COPY OF THE COURSE FROM THE RELEVANT INSTITUTION'S CATALOG.

USE THIS SPACE TO GIVE INFORMATION SUPPORTING YOUR REQUEST FOR TRANSFER OF CREDIT FOR THIS COURSE.

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***USE THIS SPACE TO COMMENT ON THE ACCREDITATION STATUS OF THE INSTITUTION (IF NECESSARY).

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STUDENT SIGNATURE_____ DATE_____

FOR OFFICE USE ONLY

__ APPROVED __NOT APPROVED BY ADVISER_____
(Signature and Date)

__APPROVED __ NOT APPROVED BY CHAIR_____
(Signature and Date)

__OFFICIAL TRANSCRIPT RECEIVED_____ GRADE FOR COURSE ON TRANSCRIPT_____
(Date)

__GRADE TRANSFERRED TO PERMANENT BSC RECORD _____
(Signature of Registrar) (Date)

__STUDENT NOTIFIED BY TERM REPORT CARD_____
(Signature of Registrar) (Date)

ORIGINAL TO: REGISTRAR COPIES TO: ADVISER STUDENT

Revised 3/31/08