

# GRADUATE COURSE TRANSFER FOR CREDIT REQUEST



KALMANOVITZ  
SCHOOL OF  
EDUCATION

**Procedures:**

1. You **MUST** attach student's official transcript to this form
2. Institution where course was taken **MUST** be regionally accredited
3. The course must not be offered at the upper division or graduate level and count for degree credit (i.e. is not continuing ed or some other sort of non-traditional credit)
4. Grade for the course **MUST** be a B- or better. (CR/P/S grades are acceptable)
5. Credit of the transfer course(s) must equal or exceed the SOE unit value
6. One (1) quarter unit is equivalent to only 0.67 semester units. The list below gives the basic equivalents. **BE SURE TO CHECK UNIT TYPE!**
  - a. 1 QU = .67SU
  - b. 2 QU = 1.3 SU
  - c. 3 QU = 2 SU
  - d. 4 QU = 2.7 SU
  - e. 5 QU = 3.4 SU
  - f. 6 QU = 4 SU
7. Normally, six (6) units are the maximum number that can be transferred with the approval of the program director. Additional units are not acceptable with out the approval of the SMC Registrar and the Dean of the SOE. Contact Mel Hunt.
8. You **MUST** note which SMC course the transfer credit is being given.
9. Return the signed form with the necessary transcript(s) to **MEL HUNT**.

Up to six (6) units: Signature of Academic Advisor: \_\_\_\_\_

More than six (6) to nine (9) units: Signature of Program Director: \_\_\_\_\_

Name of Student: \_\_\_\_\_ SSN or SMC ID: \_\_\_\_\_

Date: \_\_\_\_\_

IHE	Term	Transfer Course Prefix and number	Units	SU/QU	Equivalent SOE Course Prefix and Number	SOE Units

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