

**KEENE STATE COLLEGE
PETITION FOR CREDIT ACCEPTANCE**

Name: _____ Student I.D. #: _____
Local Street Address: _____ Local Phone #: _____
City/State/Zip Code: _____
Major: _____ Advisor: _____

I. STATEMENT OF POLICY

Credits earned at institutions that are not accredited or are candidates for accreditation generally will not be accepted in transfer. However, students transferring from such institutions may petition for acceptance of these credits.

II. PETITION PROCESS

1. Student submits this form and documentation (course description, syllabus, etc.) describing course content to the discipline coordinator in the appropriate discipline.
2. Discipline coordinator completes Section III to recommend that credit be awarded.
3. Student submits the completed form and documentation to the Director of Academic Advising.

III. RECOMMENDATION

<u>Course #, Title & Credits</u>	<u>Completed At</u>	<u>Credit Recommendation</u>
EX: Nurs. 101: Nursing Science I	Brockton Hospital School of Nursing	3 credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. APPROVALS

Discipline Coordinator: _____ Date: _____
(print)

Discipline Coordinator: _____ Date: _____
(signature)

Divisional Dean: _____ Date: _____

Director of Academic Advising: _____ Date: _____

SUBMIT THIS COMPLETED FORM TO THE ELLIOT CENTER