

**KEENE STATE COLLEGE
PETITION FOR CREDIT ACCEPTANCE**

Name _____ Student ID#: _____

Local Street Address: _____ Local Phone #: _____

City/State/Zip Code: _____

Major: _____ Advisor: _____

I. STATEMENT OF POLICY

Credits earned at non-accredited institutions or those which are candidates for accreditation are not 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 department chair in the appropriate discipline.
 2. Discipline coordinator completes Section III to recommend credit be awarded.
 3. Student submits the completed form and documentation to the Academic and Career Advising Front Desk in Elliot Hall.
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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	4 credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. APPROVALS

Discipline Coordinator: _____ Date: _____
(print)

Discipline Coordinator: _____ Date: _____
(Signature)

Divisional Dean: _____ Date: _____

Director of Academic & Career Advising _____ Date: _____
(If General Education or Integrative Studies)

SUBMIT COMPLETED FORM TO ACADEMIC AND CAREER ADVISING