

Petition for Transfer of Semester Hour Units (SHUs)

Please complete the information requested below and attach the Official Transcript showing the grade received for the course and the course syllabus with the course description.

Note: If you are seeking an Exemption from a required course in addition to a transfer of SHUs, a separate Exemption from a Required Course or Degree Requirement Petition must be submitted. Please note that approval of an Exemption does not decrease the minimum number of SHUs (48) required for the Master of Science degree.

Name: _____

Student ID: _____

Course Number and Title: _____

University/Department: _____

Semester and Year Taken: _____

Grade Received: _____

Credits/SHUs Received: _____

Official Transcript: Attached (Yes or No): _____ or
Already on file in the Office of Student Affairs (Yes or No): _____

Course Syllabus with the Course Description Attached (Yes or No): _____

I certify that none of the above courses have been counted toward any other degree.

Student Signature: _____ Date: _____

Academic Advisor Approval: _____ Date: _____

Expert Faculty Approval (if needed): _____ Date: _____

After completing the information requested above, to obtain approval from the Academic Dean, **please email alexis.smith@tufts.edu**. If approved, the transferred course will be added to your academic record/transcript in SIS.

Date _____

Academic Dean