



# HARVARD EXTENSION SCHOOL

## Office of ALB Advising and Program Administration

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • [www.extension.harvard.edu/undergraduate-degrees](http://www.extension.harvard.edu/undergraduate-degrees) • [alb@extension.harvard.edu](mailto:alb@extension.harvard.edu)

## Transfer Credit Petition

Once officially admitted to the Bachelor of Liberal Arts (ALB) program, you can be approved to complete up to 64 total transfer credits from colleges or universities outside Harvard University. Only pre-approved courses with grades of C or higher from regionally-accredited institutions are eligible for transfer. ALB candidates can transfer a maximum of 8 studio arts credits. The Office of ALB Advising and Program Administration will accept up to a combined maximum of 16 credits for any course work completed by an examination, such as College Level Examination Program (CLEP), or that is approved by American Council on Education (ACE).

CLEP exam scores with grades of 56 or higher are awarded 4 credits toward the ALB degree.

Credit approved by ACE is not automatically approved by Harvard Extension School for transfer credit. Students must supply course descriptions for their ACE-approved courses if they wish them to be considered for transfer credit. Only those courses with learning outcomes that align with Harvard Extension School courses are accepted for transfer credit.

ALB candidates cannot use transfer credit to fulfill the following degree requirements: Field of Study, Minor, Writing Intensive, Moral Reasoning, or Quantitative Reasoning.

The Office of ALB Advising and Program Administration is not obligated to accept any coursework that has not been pre-approved. The office may limit the number of transfer credits accepted per semester; and you may not complete the ALB degree through transfer credit in the semester you are graduating.

If you are receiving financial aid from the Extension School, you must inform the Student Financial Services Office of your intent to take courses elsewhere. If you are deferring loans, you must inform the Registrar's Office.

Please return this petition along with the appropriate course descriptions to the Office of ALB Advising and Program Administration at [alb@extension.harvard.edu](mailto:alb@extension.harvard.edu).

<b>Deadlines</b>	Fall courses: August 15	Spring courses: December 15	Summer courses: May 15
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### Student Information

<b>FULL LEGAL NAME</b> (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

<b>E-MAIL ADDRESS</b>

<b>HARVARD ID NUMBER</b>	<b>DAYTIME PHONE NUMBER</b>	<b>GPA</b>	<b>NUMBER OF ACCEPTED TRANSFER CREDITS TO DATE</b>

(appears on your ID card)

you may not exceed a total of 64 transfer credits

### Transfer Information

<b>NAME OF THE COLLEGE OR UNIVERSITY FROM WHICH YOU WISH TO RECEIVE TRANSFER CREDIT</b>

<b>STATE THE CREDIT SYSTEM</b> (E.g., quarter, semester)	<b>THE TERM YOU PLAN TO ATTEND</b> (E.g., Fall 2018, Summer 2019)

COURSE TITLES	NUMBER OF CREDITS

Continued on next page.

Upon completion of the approved coursework, you are required to have an official transcript sent directly to the Office of ALB Advising and Program Administration. Please inform the Office of ALB Advising and Program Administration if you decide not to attend or drop/withdraw from the courses.

Student's signature _____ Date _____
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**Cut and Paste Course Descriptions and Credit System Information Here**