

# Saint Michael's College

## GRADUATE PROGRAMS

### TRANSFER OF CREDIT

Student ID Number \_\_\_\_\_

I, \_\_\_\_\_ (*please print*) am applying to transfer the following credits to be counted toward the requirements for my graduate program at Saint Michael's College. Please check the program in which you are enrolled:

- Administration and Management (Box 38)
- Clinical Psychology (Box 288)
- Education (Box 281)
- TESOL (Box 253)
- Theology and Pastoral Ministry (Box 252)

Course No.	Title	Credits	Institution's Name	Date Completed

With approval of your program director, a maximum of six graduate credits for TESOL and Theology, and nine graduate credits for Clinical Psychology and Education, not accrued more than five years ago, may be transferred from another accredited institution, provided a grade of "B" or better has been attained. Credits that have been applied to complete a degree are not transferable. Transfer credits will be recorded only after completion of at least twelve credits, or upon granting of Candidacy, in the program. *There is a \$10.00 **per-credit** transfer fee.*

**Please send: 1) this form, 2) a check for the per-credit transfer fee, 3) your official transcript(s)\* together in one envelope to your graduate program, Box (*above*), c/o Saint Michael's College, One Winooski Park, Colchester, VT 05439.**

*\*Transcripts must come directly from the institution to you and remain in the sealed envelope to be official.*

Student signature \_\_\_\_\_ Enclosed: \$ \_\_\_\_\_ \_\_\_\_\_  
Date

Address \_\_\_\_\_  
Street

\_\_\_\_\_ City State ZIP

E-mail \_\_\_\_\_

Approval \_\_\_\_\_  
Program Director signature Date