



Petition for Transfer Credit

Complete this form to determine whether a course will transfer to Southern States University.

Student Name: _____ Student I.D. number: _____

Full name of the University or College where courses were taken: _____

At Transfer Institution	At Southern States University		
COURSE TITLE	CREDIT HOURS	EQUIVALENT SSU COURSE for which credit is sought	APPROVED/DENIED Department Use Only

Return the petition with the following to the **Academic Advisor** on campus who review and then forward to the **Program Dean** for the final review.

_____ Official school transcript of coursework

_____ Course descriptions or syllabi for all courses the student wishes to transfer credits for

_____ Verification of Equivalency (international coursework only): Applicants with international credits wishing to qualify for transfer credit must establish equivalency with respect to academic credit by submitting transcripts for review and certification to a *National Association of Credential Evaluation Services* (www.naces.org) member organization.

Student Signature

Date

SOUTHERN STATES UNIVERSITY

TRANSFER CREDIT POLICY:

Credits earned for comparable course work in a Degree Program can be transferred into the applicable Southern States University educational program, if the following conditions are met:

- Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses in terms of breadth, rigor, level, and depth;
- Courses must be completed with a minimum GPA of 2.0 for the BBA program, 3.0 for the MBA or MSIT program;
- Originating school must operate with approval of the regulatory agency of the state in which it is located, and have accreditation recognized by the USDE (or equivalent);
- Coursework must have been completed within seven years of making application to Southern States University;
- Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (in the undergraduate programs, semester credits are converted to quarter credits by multiplying by 1.5, i.e., 3 semester credits multiplied by 1.5 equates to 4.5 quarter credits; and in the graduate programs, semester credits are converted to quarter credits by multiplying by 4/3, i.e., 3 semester credits multiplied by 4/3 equates to 4 quarter credits).

Students may transfer no more than **135** quarter credits to the **BBA** program. No more than seventy-five (75) percent of SSU's undergraduate degree programs can be completed through a combination of (a) transfer and (b) any other award of credit.

Students may transfer no more than **13** quarter credits into the **MBA** program and no more than **11** quarter credits into the **MSIT** program.

Please refer to the SSU General Catalog section on "Transfer Credits" for more details.

DEPARTMENT USE ONLY	
_____	_____
Program Dean	Date
Comments:	

_____	_____
Registrar (has noted student records)	Date