



Southern States University

www.ssu.edu info@ssu.edu

(800) 804-8586

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 **Office of the Chief Academic Officer** .

_____ Official transcript of coursework

_____ Course descriptions and 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. A listing of appropriate services is available through the American Association of Collegiate Registrars and Admissions Officers website (www.aacrao.org).

_____ 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;
- Courses must be completed with a minimum GPA of 2.0 for the BBA program, 3.0 for the MBA 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 (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).

Students may transfer no more than 135 quarter credits to the **undergraduate** program. No more than seventy-five (75) percent of SSU's undergraduate degree program can be completed through a combination of (a) transfer and (b) any other award of credit. A minimum of twenty-five (25) percent (45 credits) of the program must be completed at Southern States University via the on-campus residential education modality.

Students may transfer no more than 32.5 quarter credits into the **graduate** program. A minimum of 50 percent (32.5 credits) of the program must be completed at Southern States University via the on-campus residential education modality.

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

DEPARTMENT USE ONLY	
_____ Chief Academic Officer	_____ Date
Comments: _____ _____ _____	
_____ Registrar (has noted student records)	_____ Date