



California Institute of Integral Studies

TRANSFER CREDIT REQUEST FORM

Use this form to request that a course(s) you've taken or will take at another institution be applied toward your CIIS degree requirements. You may submit this form before or after taking the course. If your academic advisor approves, the credit will be processed once the Registrar's Office receives an official transcript from that institution showing you completed the course successfully.

Submit this form *along with the course description and/or syllabus* to registrar@ciis.edu as an attachment to an email sent from your CIIS student email account. For assistance, contact registrar@ciis.edu or 415-575-3408.

Name and Address: *(please print legibly)*

_____ CIIS ID Number: _____
 _____ E-mail Address: _____
 _____ Phone: _____

INSTITUTION	COURSE CODE	COURSE TITLE	UNITS	UNIT TYPE	EQUIVALENT CIIS COURSE CODE	UNITS	Academic Advisor Decision
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter*			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter*			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter*			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter*			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter*			<input type="checkbox"/> Approve <input type="checkbox"/> Deny
				<input type="checkbox"/> Semester <input type="checkbox"/> Quarter*			<input type="checkbox"/> Approve <input type="checkbox"/> Deny

*CIIS courses are in semester units. Quarter units, if accepted for transfer credit, are multiplied by 0.66 to determine their semester unit equivalency.

The following restrictions apply to transfer credit:

- 1) No more than one-sixth of the total units required for the program may be satisfied through transfer credit;
- 2) For graduate students, a course must have a grade of "B" or higher; for undergraduates, a grade of "C" or higher;
- 3) The work must be done at an accredited institution;
- 4) Continuing education credit is not accepted in transfer;
- 5) Units taken in audit status are not accepted in transfer;
- 6) The units involved cannot have been used to satisfy requirements for an earned academic degree;
- 7) The work is clearly relevant to the student's program at CIIS; and
- 8) Credit from non-U.S. institutions may be accepted for transfer provided that acceptable documentation demonstrates that these institutions and their courses are equivalent to CIIS requirements; this documentation can be obtained by submitting non-U.S. transcripts for a course -by-course evaluation to either World Education Service or J. Silney & Associates.

Student Signature: _____ Date: _____

Academic Advisor Use:

I approve of the courses applying toward this student's CIIS program as indicated above.

Academic Advisor Signature: _____ Date: _____

Academic Advisor Name: _____

REGISTRAR'S OFFICE USE ONLY:					
DATE FORM RECEIVED: _____	DATE SENT TO ADVISOR: _____	DATE RECEIVED FROM ADVISOR: _____	DATE CREDIT TRANSCRIBED: _____	DATE STUDENT NOTIFIED: _____	REG: 4/20/20