

Petition for Equivalency Credit

Transfer credit for equivalent courses taken elsewhere may be awarded and used to meet degree requirements. The course must be equivalent to a SBMI degree program course and approved through a Petition for Equivalency Credit (PEC). The maximum number of transferable semester credit hours is 3 for certificates, 12 for the master's, 36 for the PhD, and 21 for the DHI.

Credit is only given to courses that match the current SBMI Course Catalog. Courses for which grades of less than "B" were earned will not be accepted for equivalency. Courses must have been completed within the last five years to qualify. The submitted syllabus from the course taken must be from the semester and year the student completed the course. Syllabi from any other semester or year will not be accepted and the PEC will be denied.

Instructions:
Before you begin, please be sure that an official transcript from the transferring school is on file with the Office of the Registrar showing completion of the course with a satisfactory grade (B or above).

1. Complete Section A of the PEC Form.
2. Attach a copy of the course syllabus from the transferring school.
3. Submit PEC Form and course syllabus to Office of Academic Affairs for processing.

Section A:

Student's Name: _____ **Date:** _____

Student ID Number: _____ **Program:** Certificate Master's PhD DHI

I request equivalency credit for SBMI Course:

Course #	Title of Course	Credit Hours

Transferring School: _____

Course #	Title of Course	Cr Hrs	Grade	Transcript	Term/Yr Completed

Section B:

Printed Name of SBMI Faculty Member to Review Course: _____

FACULTY ASSESSMENT OF PETITION FOR EQUIVALENCY CREDIT OF CONTENT

(to be completed by faculty reviewing course)

THEORY COURSE	YES	NO	COMMENTS
Is the proportion of time spent on each topic equivalent to the SBMI course?			
Is the content depth equivalent to the SBMI course?			
Is there subject matter taught in the SBMI course which is not covered in the transfer course? List these topics:			
Are the written assignments required by the SBMI course addressed in the same or similar way in the student's course?			

APPROVED

DENIED

Faculty Member Reviewing Course
(Print Name)

Signature

Date

Associate Dean for Academic Affairs
(Print Name)

Signature

Date