

STUDENT LAST NAME	STUDENT FIRST NAME	M.I.	BANNER ID	DEGREE PROGRAM
ADMIT TERM (SEMESTER & YEAR OF ENTRY)			VIMS EMAIL ADDRESS	
TYPE OF REQUEST		LEVEL OF PREVIOUS COURSE TAKEN		

Students who have completed coursework comparable to the SMS core curriculum (except for MSCI 503: Interdisciplinary Research in Estuarine and Coastal Systems) may petition for either 1) a course exemption, or 2) transfer credit. Prior **undergraduate level coursework** is only eligible for an exemption, not transfer credit. Credits for exempted courses **will not** be transferred to a student's record. A maximum of 15 credits may be transferred. Refer to the current [SMS Graduate Catalog](#) for more details.

**Equivalent MSCI Course:**

COURSE / NUMBER	COURSE TITLE	CREDITS

**Based upon the previous study:**

COURSE / NUMBER	COURSE TITLE	CREDITS
TERM & YEAR TAKEN	NAME OF INSTITUTION	GRADE

Please upload supporting documentation as a single PDF file:

- ✦ Catalog course description
- ✦ Course syllabus

✦ An official transcript showing completion of course must be sent directly from previous institution to [registrar@vims.edu](mailto:registrar@vims.edu). You may skip this step, if we already received an official transcript with your SMS admissions file.

APPROVALS		
MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-MAJOR ADVISOR NAME (IF APPLICABLE)	SIGNATURE	DATE
SMS INSTRUCTOR NAME	SIGNATURE	DATE
FACULTY REVIEWER'S COMMENTS		
SMS CO-INSTRUCTOR NAME (IF APPLICABLE)	SIGNATURE	DATE
FACULTY REVIEWER'S COMMENTS		

See next page...

ACADEMIC STATUS AND DEGREES COMMITTEE		
CHAIRPERSON NAME	SIGNATURE	DATE
COMMENTS		
COMMITTEE RECOMMENDATION	APPROVED NUMBER OF TRANSFER CREDITS – IF APPLICABLE	

*Required for transfer credit application only.*

APPROVAL BY ASSOCIATE DEAN FOR ACADEMIC AFFAIRS		
NAME	SIGNATURE	DATE
COMMENTS		

DocuSign will automatically route form to [SMS Registrar](#) and all signers will receive a final PDF copy of the form.

Student Should Complete  
Form in DocuSign