

STUDENT FIRST NAME	STUDENT LAST NAME	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 Batten School & VIMS 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 [Batten School & VIMS 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. You may skip this step, if we already received an official transcript with your Batten School & VIMS admissions file.

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

See next page...

APPROVAL BY ACADEMIC COUNCIL		
CHAIRPERSON NAME	SIGNATURE	DATE
COMMENTS		
ACTION TAKEN	APPROVED NUMBER OF TRANSFER CREDITS – IF APPLICABLE	

Required for transfer credit application only.

APPROVAL BY ASSOCIATE DEAN FOR ACADEMIC AFFAIRS		
NAME	SIGNATURE	DATE
COMMENTS		

Sample Form

Complete in DocuSign
See Graduate Registrar
for Details