



GEC

**Undergraduate Petition for Advance Approval of Transfer Work
For Students Under the General Education Curriculum**

This form is used by SMU students studying under the General Education Curriculum who wish to take post-matriculation transfer work at another 4-year institution.

Name: _____ SMU ID#: _____
(Last) (First)

Email Address: _____ Telephone: _____

Major/Pre-Major: _____ Date: _____
(circle one)

I request permission to take _____ at _____
(Course Designation) (Institution)
in _____ during _____
(City) (State) Semester/Year (valid for above term only)

Institutional Type: ☐ 4-Year ☐ 2-Year*

**With the exception of some courses in Meadows School of the Arts, post-matriculation transfer work must be completed at an accredited, 4-year institution. It is imperative that you petition ALL post-matriculation transfer courses BEFORE ENROLLING in those courses. Students who fail to secure prior approval for transfer work have no assurances that they will receive credit for those courses.*

Institutional Term: Semester ☐ Quarter** ☐

***Approved courses from institutions with a quarter system are transferred with 65% of the number of credits awarded by that institution.*

I request to take this course (check appropriate box/boxes):

- ☐ As a free elective.
- ☐ To fulfill a requirement for my major. Specific Requirement: _____
- ☐ To fulfill a requirement for my minor. Specific Requirement: _____
- ☐ To fulfill a requirement for the General Education Curriculum (for students who entered SMU prior to fall 2012 and transfer students who entered SMU prior to fall 2014).
- Specific Requirement: _____

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Policy Notes: Transfer courses from regionally accredited institutions, for which advance approval has been obtained and in which a grade of C- or higher has been earned, may apply toward an SMU degree. A maximum of 30 hours may be transferred in after matriculation at SMU. A written petition must be on file in the Registrar's Office and in the school of record.

All approvals are subject to policies as stated in the SMU undergraduate catalog. To receive SMU credit for the course, the student must have an official transcript with the final grade sent to the University Registrar, P.O. Box 750181, Dallas, TX 75275-0181. Foreign transcripts must be evaluated by a third-party evaluator.

The level of the transfer course is determined by the transfer institution, not by SMU.

I understand the final transferability/applicability of transfer credit will be confirmed after SMU receives my final transcript from the above institution.

Student Signature: _____

Date: _____

Authorization required from the following individuals:			
	APPROVED	NOT APPROVED	DATE
Academic Advisor:			
Recommendation by Chair of SMU department offering equivalent course: The SMU Equivalent assigned by the department offering the equivalent course is: _____ (Course Prefix) (Course Number) (Course Title)			
Chair of SMU department offering equivalent course:			
Course's Records Office/Academic Dean/Director:			
Student's Records Office/Academic Dean/Director:			
Assistant Provost for the University Curriculum (required only for courses fulfilling GEC requirements): G02 Clements Hall			

Comments: