SMU

UC

Undergraduate Petition for Advance Approval of Transfer Work
For Students Under the University Curriculum

This form is used by SMU students studying under the University 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 University Curriculum (for students who entered SMU as first-year students during or after summer 2012, first year transfer students who entered spring 2013 or after, and transfer students who entered SMU during or after fall 2014).

Specific UC Requirement(s): _____

Please attach a **typed statement** explaining how this course will satisfy all of the specific Student Learning Outcomes (SLOs) associated with this UC requirement or requirement(s). This explanation should also include such items as the course description and syllabus, relevant assignments, etc. For a list of SLOs, go to http://smu.edu/gened/ucexp.asp.

Over ➡

SMU

UC

Undergraduate Petition for Advance Approval of Transfer Work
For Students Under the University Curriculum

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 student's 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 (and I understand that to receive UC credit, I may need to provide additional information about course content).

Student Signature: **Date:**

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

Comments: