



Undergraduate Petition for Advanced Approval of Transfer Work Taken in the United States

[This form is not used for coursework taken abroad.]

Policy Notes: *Transfer courses from regionally accredited institutions, for which advanced approval has been obtained and in which a grade of C- or higher has been earned, may apply toward an SMU degree. Courses taken Pass/Fail will not count toward major, minor, or UC requirements. 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.

I understand the final transferability/applicability of transfer credit will be determined after SMU receives my final transcript from the above institution. I understand the number of credit hours of the transfer course is determined solely by the transfer institution, not by SMU.

Student Signature: _____ **Date:** _____

Approvals – Please sign AND print your name.			
	APPROVED	NOT APPROVED	DATE
1) Academic Advisor:			
2) Recommendation by Chair of SMU department offering equivalent course: The SMU Equivalent assigned by the department offering the equivalent course is: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> (Course Prefix) (Course Number) (Course Title) </div> <p style="font-size: x-small; margin-top: 5px;">To recommend transferability without a direct equivalent, department representatives can use an "XX" or "YY" course number; example, HIST 10XX or MSA 20YY, etc. These courses will transfer back to SMU and can be considered for UC requirements.</p>			
Chair of SMU department offering equivalent course:			
3) Course's Records Office/Academic Dean/Director:			
4) Student's Records Office/Academic Dean/Director:			
5) Assistant Provost for General Education (required for any course numbers that have UC implications—even if a UC component is not being requested): G02 Clements Hall			

Comments: