Undergraduate Request for Re-Evaluation of Transfer Work

Name:  
(SMU ID#):  
Email Address:  
Telephone:  
Major/Pre-Major:  
Date:  
(circle one)

I request that  
(Course Designation/Title) which I took at (Institution)  
during (Term) be accepted or re-evaluated for transfer credit.

☐ Request course accepted/reevaluated for transfer credit as  (SMU Course).
☐ Request course satisfy University Curriculum component (UC Component).

For Free Elective, Major, Minor or GEC Credit:

If this course is accepted, I request that it be approved (check appropriate box/boxes):

☐ As a free elective.  SMU course:  
☐ To fulfill a requirement for my major/minor.  Specific Requirement:  
☐ To fulfill a General Education Curriculum (GEC) requirement (for students who entered SMU prior to fall 2012 or transfer students who enter SMU prior to fall 2014):  
Specific GEC requirement:  

Note: Attach a current copy of your Transfer Evaluation Report and information about the course in question, including a syllabus.

For University Curriculum Credit:

☐ To fulfill a University Curriculum (UC) Foundation or Pillar requirement (for students who entered SMU as first-year students during or after summer 2012, first year transfer students who enter spring 2013 or after, and transfer students who enter fall 2014 or after):

Discernment and Discourse  
Quantitative Foundation  
Personal Responsibility and Wellness  
Pillar  Level One  Level Two  

To petition for a Proficiency and Experience, use the Course-Based Proficiency and Experience Request by going to smu.edu/theuc> click on the “Proficiencies and Experiences” link> click on “Course-Based Proficiency Request.”

Notes: Attach a current copy of your Transfer Evaluation Report, information about the course in question, including a syllabus, and a typed statement explaining how this transfer course satisfies the Student Learning Outcomes (SLOs) associated with the requested UC requirement(s). Courses will not be approved without concrete evidence that the requirement-specific SLOs have been demonstrated. For a list of SLOs, go to smu.edu/theuc>click on “Student Learning Outcomes (SLOs).”

OVER
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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. The credit hours are determined by the transfer institution.

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**Student Statement:** I understand that it is my responsibility to complete this form, submit it to the appropriate office, and follow this request through to a final decision.

**Student Signature:** __________________________   **Date:** __________________________

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Authorization required from the following individuals:

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<th>APPROVED</th>
<th>NOT APPROVED</th>
<th>DATE</th>
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<td>Academic Advisor:</td>
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Recommendation by Chair of SMU department(s) offering equivalent course:

The SMU Equivalent assigned by the department offering the equivalent course is:

<table>
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<th>(Course Prefix)</th>
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Chair(s) of SMU department(s) offering equivalent course(s) __________________________

Course’s or Courses’ Records
Office/Academic Dean/Director: __________________________

Associate or Assistant Dean for the General Education Curriculum or the University Curriculum (required only for courses fulfilling GEC or UC requirements): **G02 Clements Hall** __________________________

Comments: __________________________