



Undergraduate Petition for Advance Approval of Transfer Work Taken in the United States [This form is not used for coursework taken abroad.]

This form is used by SMU students studying under the University Curriculum who wish to take post-matriculation transfer work at another institution IN THE UNITED STATES.

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

Email Address: _____ Telephone: _____

Major/Pre-Major: _____ Date: _____

Deadline Note: This Advance Approval of Transfer Work form and all accompanying documentation must be reviewed by several different offices. Therefore, your completed Pre-Approval Petition must be submitted by the SMU Withdrawal date of the regular term preceding your proposed transfer work. Submission after this deadline may result in delays due to the multiple approvals required for this type of request.

It is imperative that you wait until your petition is reviewed and approved by ALL relevant offices BEFORE enrolling in any transfer courses. Students who fail to secure prior approval for transfer work have no assurance that they will receive credit for this coursework.

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* **Institutional Term:** Semester Quarter**

I will take this class: ___ On-Campus ___ On-Line

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

Attach a current, complete syllabus and any additional information you have about this course.

Final transferability/applicability of transfer credit will be determined after SMU receives the final transcript from the above institution. The number of credit hours of the transfer course is determined solely by the transfer institution, not by SMU. **To receive SMU credit for the course, send an official transcript with the final grade to the University Registrar, P.O. Box 750181, Dallas, TX 75275-0181.**

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. 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.*

Student Statement: I understand 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: _____

Advisor Statement: I have reviewed this student's request and indicated the appropriate review option.

Advisor Signature: _____ Date: _____

See reverse side for Advance Approval Options



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Attach a current, complete syllabus and any additional information you have about this course.

Option 1. Consideration for UC 2016 Breadth/Depth or Free Elective Transfer Credit ONLY:

Breadth area: _____ Depth area: _____

Free Elective Transfer Credit (used towards degree but not towards UC, major(s) or minor(s): _____

For information on requesting Proficiencies & Experiences, email theuc@smu.edu.
To request approval to fulfill the Second Language Requirement, email secondlangreq@smu.edu.

	APPROVED	NOT APPROVED	DATE
Assistant Provost for General Education (G02 Clements Hall)			

Option 2. Consideration for Major or Minor Requirements OR Business Elective credit:

Specific requirement: _____

1) Recommendation by Chair or Chair's Designee of SMU department offering equivalent course:

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

(Course Prefix)
(Course Number)
(Course Title)

Review guidelines are as follows:

1. Assign an SMU equivalent number for courses that are 90% identical (or more) to specific courses taught on campus. Courses assigned a direct SMU course number will satisfy UC requirements ONLY if the SMU course assigned has previously been approved for UC requirements.
2. Assign a special topics or an XX or YY number for courses that are like those your department teaches, but that are not identical (or nearly) to a particular course. These courses will transfer back to SMU and can be considered for UC requirements.
3. Assign FETC (Free Elective Transfer Credit) credit to courses that are university level, but that are not like those your department teaches.
4. Assign no credit to courses that are not university-level courses.

Chair or Chair's Designee of SMU department offering equivalent course:	APPROVED	NOT APPROVED	DATE
(print name)	(signature)	(signature)	
2) Student's Academic Records Office*:			

*Pre-majors – 408 Blanton // Cox – 332 Maguire // Dedman – 134 Clements Hall // Lyle – 104 Caruth // Meadows – 1120 Owen Arts Center // Simmons - 368 Annette Caldwell Simmons

Comments: