



**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: _____

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.*

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 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: Pillar or Breadth/Depth only.
UC2012: Specific Requirement: _____
UC2016: Specific Requirement: _____

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

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



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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. 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: