



Undergraduate Course Petition for Approval of Transfer Work Taken Abroad on a Non-SMU Affiliated Program or Non-US Institution

Policy Notes: Effective fall 2017, programs and coursework taken abroad on non-SMU affiliated programs or at non-US institutions **MUST BE PRE-APPROVED** to receive credit. Post-approvals will not be considered. Transfer courses for which advanced approval has been obtained and in which the equivalent of 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 Study Abroad Office, 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. Foreign transcripts must be evaluated by a third-party evaluator.

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 and foreign evaluator, not by SMU.

Student Signature: _____

Date: _____

Approvals (must be obtained in this order): Please sign AND print your name.			
	APPROVED	NOT APPROVED	DATE
1) SMU Abroad Program Specialist:			
2) Academic Advisor:			
3) 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:			
4) Course's Records Office/Academic Dean/Director:			
5) Student's Records Office/Academic Dean/Director:			
6) 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			