



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

*This form is used by SMU students who wish to study abroad on a non-SMU affiliated study abroad program or at a non-US institution and transfer credits back to SMU.*

**THIS FORM MUST ACCOMPANY THE UNDERGRADUATE REQUEST FOR APPROVAL TO ATTEND A NON-SMU AFFILIATED STUDY ABROAD PROGRAM OR A NON-US INSTITUTION.**

Name: \_\_\_\_\_ SMU ID#: \_\_\_\_\_  
(Last) (First)

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Major/Pre-Major: \_\_\_\_\_ Date: \_\_\_\_\_

I request permission to take \_\_\_\_\_ at \_\_\_\_\_  
(Course Designation) (Institution)

in \_\_\_\_\_ during \_\_\_\_\_  
(City) (Country) Semester/Year (valid for above term only)

Institutional Type: ☐ 4-Year ☐ 2-Year\* Institutional Term: ☐ Semester ☐ Quarter\*\*

*\*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 course petition and all accompanying documentation must be reviewed by several different offices. Therefore, your completed course petitions must be submitted by the date your "Request for Approval to Attend a Non-Affiliated Abroad Program" is submitted. 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 6 of the necessary approvals found on the next page BEFORE enrolling in any non-affiliated study abroad programs. Students who fail to secure prior approval have no assurance that they will receive credit for their transfer 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 (excluding Proficiencies and the Second Language Requirement)

UC2012: Specific Requirement: \_\_\_\_\_ (Foundation and/or Pillars)

UC2016: Specific Requirement: \_\_\_\_\_ (Foundation and/or Breadth/Depth)

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

For information on requesting Proficiencies & Experiences, email [theuc@smu.edu](mailto:theuc@smu.edu).

To request approval to fulfill the Second Language Requirement, email [secondlangreq@smu.edu](mailto:secondlangreq@smu.edu).

**Over»**



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**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: <b>The SMU Equivalent assigned by the department offering the equivalent course is:</b>  _____ (Course Prefix)      (Course Number)      (Course Title)  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.			
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): <b>G02 Clements Hall</b>			