



Undergraduate Course Petition for Advanced Approval of Transfer Work Taken Abroad on a Non-SMU Affiliated Program or Non-US Institution For F-1 and J-1 Visa Holders

This form is used by SMU students who hold F-1 or J-1 visas and wish to study in their home countries 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 FOR F-1 AND J-1 VISA HOLDERS 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: This course petition and all accompanying documentation must be reviewed by several different offices. Therefore, **your completed request must be received by March 1st for fall semester; April 1st for summer term; and, October 1st for spring semester, along with your "Undergraduate Request for Advanced Approval for F-1 and J-1 Visa Holders to Attend a Non-Affiliated Study Abroad Program or a Non-US Institution."** Submission after this deadline may result in delays.

It is imperative that you wait until your petition is reviewed and approved by ALL 5 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

UC2012: Specific Requirement: _____ (Pillars)

UC2016: Specific Requirement: _____ (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.

To request approval to fulfill the Second Language Requirement, email 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) 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>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			