

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	(0)	during		
(City)	(State)	Semester/Year (valid for above term only)		
Institutional Type: D 4-Year	□ 2-Year*	Institutional Term: Semester Quarter**		
I will take this class: O	n-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, 4year 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 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.

|--|

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 <u>theuc@smu.edu</u>. To request approval to fulfill the Second Language Requirement, email <u>secondlangreq@smu.edu</u>.

	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: _____