

Departmental/Program
PETITION
TRANSFER CREDIT

PRE-APPROVAL

Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements. For policies and procedures, see <http://www.stanford.edu/dept/registrar/academic/transfer.html>.

Transfer credit(s) in the areas of:

1. **Depth** courses require approval by your department or program. Please use this form and ask your advisor for details on deadlines and procedures.
2. **Math, Science, Technology in Society, and Fundamentals** courses require approval by the SoE Dean's Office. Use the School of Engineering Petition for Transfer Credit. Requests should be turned in to Darlene Lazar in Terman 201.

To evaluate transfer credit(s) or for pre-approval, your advisor or the Dean's Office must be supplied with the following:

1. This form, outlining your request and which Stanford course(s) are considered equivalent. This form can also be found on the web at: <http://ughb.stanford.edu>.
2. A completed up-to-date *original* Program Sheet. (*Forms completed in pencil will not be accepted.*) The course should be listed first by its equivalent Stanford course number and title, followed by the course number at the other school, followed by a check mark in the Transfer column.
3. A transcript, if applicable, and a catalog description of the course(s) from the other institution. See Peter Huang <peter.huang@stanford.edu> in the Transfer Credit Evaluation Office, 630 Serra St, and ask him to forward a copy of your transcript to your program student services's contact.
4. An unofficial Stanford transcript, if applicable.

Your advisor or your program's student services office will inform you of the outcome of your petition.

ID #: _____

Name: _____ Address: _____

Signature: _____ Phone: _____ Email: _____

Date: _____ Expected Major: _____ Expected Date of Graduation: _____

Name of Transfer Institution(s): _____

<i>Department, number, and title of transfer course(s):</i>	<i>Dept, number, and title of Stanford course(s):</i>
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Why did you take, or why would you like to take, these courses at another institution?

Action: Denied

Pre-Approval Granted Signature: _____ Date: _____

Final Granted Signature: _____ Date: _____