

School of Engineering
PETITION
TRANSFER CREDIT

- PRE-APPROVAL**
- UNDECLARED**
- SUMMER SESSION**
GRANT APPLICANT

Transfer credit(s) in the areas of:

1. **Math, Science, Technology in Society, and Fundamentals** courses require approval by Brad Osgood, Senior Associate Dean, *or* Bertha Love, Assistant Director for Undergraduate Studies. Requests should be turned in to Bertha Love in Terman 201; they are reviewed weekly.
2. **Depth** coursework requires approval by your Major or Departmental Advisor.

To evaluate transfer credit(s) or 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. Please send an e-mail note to Phil Spitz (pspitz@stanford.edu) in the Office of the University Registrar requesting that a photocopy of your transfer school's official transcript be forwarded to Bertha Love.
4. An unofficial Stanford transcript, if applicable.
5. Upon approval of your request, the Dean's Office will make copies of the above documents for their records and mail a copy to you. Original documents will be forwarded to your department and placed in your academic file.

ID #: _____

Name: _____ Address: _____

Signature: _____ Phone: _____ Email: _____

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

Name of Transfer Institution(s): _____

Department, number, and title of transfer course(s):

Dept, number, and title of Stanford

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: _____