



## Undergraduate Request for Re-Evaluation of Transfer Work

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

SMU Email Address: \_\_\_\_\_

Major/Pre-Major: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(circle one)

I request that \_\_\_\_\_ which I took at \_\_\_\_\_  
(Course Designation/Title) (Institution)  
during \_\_\_\_\_ be accepted or re-evaluated for transfer credit .  
(Semester/Year)

**Student Statement:** I understand that 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:

Advisor Name (print) \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Option 1. Consideration for UC Pillar (UC2012) or Breadth/Depth (UC2016) ONLY:

UC 2012 students: Pillar \_\_\_\_\_ Level One \_\_\_\_\_ Level Two \_\_\_\_\_

UC 2016 students: Breadth area \_\_\_\_\_ or Depth Requirement \_\_\_\_\_

**Required of all Option 1 requests:**

- 1) Only transfer courses ending in “XX,” “YY,” “AA,” etc. and “FETC” may be considered.
- 2) A current copy of your Transfer Evaluation Report.
- 3) A course syllabus and any additional course information.

**NOTE:** Additional information may be required.

Student delivers petition to the Associate Dean for General Education for faculty review - G02 Clements.

Approved	Not Approved	Date

To petition for a Proficiency and Experience, use the [Course-Based Proficiency and Experience Request](#) .





## Undergraduate Request for Re-Evaluation of Transfer Work

**Option 2. Request for current transfer course \_\_\_\_\_ to satisfy:**

- A requirement for my major/minor. Specific Requirement: \_\_\_\_\_
- A University Curriculum Foundation:
  - Discernment & Discourse \_\_\_\_\_
  - Quantitative Foundation \_\_\_\_\_
  - Personal Responsibility & Wellness \_\_\_\_\_
  - Second Language \_\_\_\_\_
- A free elective

**Required of all Option 2 requests:**

- 1) A current copy of your Transfer Evaluation Report.
- 2) A course syllabus and any additional course information.

**NOTE:** Additional information may be required.

*For Departmental and Records Office use only:*

**Re-Evaluation Approval Process for a Major/Minor/UC Foundation/Free Elective course:**

Student delivers petition to appropriate department chair for review and approval:

- o Course is re-evaluated and approved for **major/minor credit** as: \_\_\_\_\_
- o Course is re-evaluated and approved for a **UC Foundation** as: \_\_\_\_\_
- o Course is re-evaluated and approved for as a **Free Elective**: \_\_\_\_\_

**Course's  
Department Chair  
Signature:**

Approved	Not Approved	Date

**Course's  
Records Office  
Signature:**

Approved	Not Approved	Date

**General Education  
Office Signature:**  
*(if applicable  
free elective review)*

Approved	Not Approved	Date

***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. A maximum of 30 hours may be transferred in after matriculation at SMU. **The credit hours are determined by the transfer institution.**