

Undergraduate Petition for Advance Approval of Transfer Work: Second Language

NOTE: 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. The World Languages and Literatures Department reserves the right to decline petitions for language courses from outside institutions. Equivalents of online language courses offered at SMU may not be approved for post-matriculation transfer work.

Name: _____ SMU ID#: _____
(Last) (First)
Email Address: _____ Telephone: _____
Major/Pre-Major: _____ Date: _____

I request permission to take _____ at _____
(Course Designation) (Institution)
in _____ during _____
(City) (State) (Semester/Year)

Institution Type: 4-Year 2-Year* Institutional Term**: _____

I will take the class: On-Campus On-Line

**No online work at a two-year institution will be approved for students on UC 2012. Students on UC 2016 must take all post-matriculation language courses at a four-year institution.*

***Approved courses from institutions with a quarter system are transferred with 65% of the number of credits awarded by that institution.*

SMU Placement Exam Score: _____ Years of Prior Study of the Language***: _____

****Students with two or more years of high school study of the petitioned language will not be approved to take first-semester courses for use in fulfilling the second language requirement.*

I request to take this course (check appropriate box/boxes):

- As a free elective
- To count toward fulfillment of my UC 2012 Second Language Requirement
- To count toward fulfillment of my UC 2016 Second Language Requirement
- To fulfill a requirement for my major. Specific requirement: _____
- To fulfill a requirement for my minor. Specific requirement: _____

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 do not enroll in the petitioned course prior to receiving official, written approval.

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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 maximum of 30 hours may be transferred in after matriculation at SMU. A written petition must be on file in 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.

I understand that 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, not by SMU.

Student Signature: _____ **Date:** _____

SIGNATURES	APPROVED	NOT APPROVED	DATE
1) Academic Advisor:			
2) Recommendation by the Chair of World Languages and Literatures Department:			
<p>The SMU equivalent assigned is:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Course Prefix) (Course Number) (Course Title)</p> <p>To recommend transferability without a direct equivalent, department representatives can use an “XX” or “YY” course number. These courses will transfer back to SMU and can be considered for UC requirements.</p>			
Chair of WLL Department:			
3) Dedman Records 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			

Comments: