

BRANDEIS UNIVERSITY, Office of the University Registrar  
Irene Widugiris/Transfer Credit Evaluator  
Kutz 124/MS 068  
P.O. Box 549110, Waltham, MA 02454-9119  
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DATE \_\_\_\_\_

DATE OF ENTRY TO BRANDEIS \_\_\_\_\_

PETITION FOR PERMISSION TO TAKE SUMMER SCHOOL FOR CREDIT TOWARD THE BRANDEIS UNIVERSITY DEGREE OF BA/BS

**NOTE: Students who entered Brandeis University fall term 2003 and thereafter, may take summer school courses outside Brandeis for "Purpose" only, i.e. to fulfill general degree requirements (e.g. School Distribution, Foreign Language, etc.), and major/minor requirements as allowed by individual departments and programs.**

NAME \_\_\_\_\_ SID \_\_\_\_\_ CLASS YEAR \_\_\_\_\_

BOX # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_ TEL.# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

SCHOOL TO BE ATTENDED \_\_\_\_\_ CITY/STATE \_\_\_\_\_

DATES OF SESSION \_\_\_\_\_ TOTAL NUMBER OF WEEKS \_\_\_\_\_

DAYS AND TIMES OF MEETING \_\_\_\_\_ TOTAL CONTACT HOURS \_\_\_\_\_

COURSE # \_\_\_\_\_ COURSE TITLE \_\_\_\_\_ CREDIT HOURS \_\_\_\_\_

**USE THE BACK OF THIS FORM FOR COURSE DESCRIPTION, TITLE & AUTHOR OF TEXTBOOK USED**

BRANDEIS COURSE EQUIVALENT \_\_\_\_\_

BRANDEIS DEGREE REQ TO BE MET: [ ] COURSE CREDIT ONLY - UNIVERSITY REQUIREMENT IN \_\_\_\_\_

CREDIT TOWARDS - MAJOR IN \_\_\_\_\_ MINOR IN \_\_\_\_\_

HAVE YOU HAD OTHER CREDIT TRANSFERRED TO YOUR BRANDEIS RECORD [ ] NO [ ] YES # \_\_\_\_\_

**NOTE 1:** Acceptable sessions comprise a minimum of **5 weeks and 37** contact hours. **Foreign Language courses (10/20) require 52 contact hours.**

**NOTE 2:** A student may earn credit for no more than 3 semester courses in a single summer (2 semester courses in a single session) in the Brandeis summer program and summer or evening courses taken elsewhere.

**NOTE 3:** Only **credit** is transferred, **not the grade**. In order to receive credit assigned, a student must earn a grade of B- or better in the course.

This petition must be returned to the Registrar's Office, Kutz 124/MS 068, in a timely fashion so that the petition may be reviewed. A written approval (or denial) will be given as soon as possible. If credit is expected, students are advised not to take a course for which written approval has not been received. **A separate petition must be filed for each course taken.** Additional forms are available on our website (<http://www.brandeis.edu/registrar/reg.html>). An official transcript of your work must be received by the Registrar's Office on or before November 1st of the current year

(FOR OFFICE USE ONLY)

[ ] **APPROVED-MAJOR/MINOR** \_\_\_\_\_

APPROVED BY

DEPT.

DATE

[ ] **APPROVED-COURSE CREDIT ONLY** [ ] **GRADE ONLY** (Repeated Course) [ ] **PURPOSE ONLY**

[ ] UNIVERSITY REQUIREMENTS FULFILLED: ca hum sn ss fl nw qr uws wi pe

[ ] **DENIED** [ ] **SHORT SESSION** [ ] **SHORT CONTACT HRS** [ ] **COURSE CONTENT**

SPECIAL NOTES \_\_\_\_\_

CONSULT \_\_\_\_\_ DATE AND INITIAL \_\_\_\_\_

**COURSE TITLE** \_\_\_\_\_

