

Brandeis University, Office of the University Registrar  
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 (781)736-2021; fax (781) 726-3485

Form: TC03

Date \_\_\_\_\_

**Petition for Major/Minor Transfer Credit in: Business Minor**

**Instructions:** This form is to be used to petition for courses taken outside of Brandeis University to count toward major and/or minor credit for the Brandeis University degree. This petition must be submitted to the appropriate department by the student. The Department will return this form to the Office of the University Registrar for posting. Approval will only be granted if:

- An official transcript has been received by the Office of the University Registrar or the Study Abroad Office
- General Course Credit has been previously granted by the Office of the University Registrar or the Study Abroad Office
- Students should complete the student section of the form and then submit the form to their department for completion of the department section. Once complete, **the department should return the form to the Registrar's Office**

**NOTE: Use of the second page of this form to denote full course description and class prerequisites. Attach a transcript to this form for the classes transfer credit is being requested.** (Exception: Study Abroad transcripts are automatically sent to the faculty liaison in each declared major/minor once entered in sage.)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

sage ID: 2        (Class Yr: 20   ) Mailbox: \_\_\_\_\_ Email: \_\_\_\_\_

For Student Use Only	For Department Use Only
Institution: _____ Subject Code: _____ Course Number: _____ Course Title: _____ _____	<input type="checkbox"/> Petition Approved  Equivalent Course: _____  <b>and/or</b> Degree Audit Requirement this course fulfills: <input type="checkbox"/> Core Econ 2a <input type="checkbox"/> Core Bus 10a <input type="checkbox"/> Accounting/Stats Bus 4a <input type="checkbox"/> Alternative Perspective <input type="checkbox"/> Business Elective <input type="checkbox"/> Cross Listed Elective  <input type="checkbox"/> Petition Denied  Reason for Denial: _____
Institution: _____ Subject Code: _____ Course Number: _____ Course Title: _____ _____	<input type="checkbox"/> Petition Approved  Equivalent Course: _____  <b>and/or</b> Degree Audit Requirement this course fulfills: <input type="checkbox"/> Core Econ 2a <input type="checkbox"/> Core Bus 10a <input type="checkbox"/> Accounting/Stats Bus 4a <input type="checkbox"/> Alternative Perspective <input type="checkbox"/> Business Elective <input type="checkbox"/> Cross Listed Elective  <input type="checkbox"/> Petition Denied  Reason for Denial: _____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Department Signature \_\_\_\_\_ Date \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Form: TC03

sage ID: 2

Date \_\_\_\_\_

**Petition for Major/Minor Transfer Credit** Course Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Prerequisites: \_\_\_\_\_

Textbook used: \_\_\_\_\_ Author: \_\_\_\_\_

Textbook used: \_\_\_\_\_ Author: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Prerequisites: \_\_\_\_\_

Textbook used: \_\_\_\_\_ Author: \_\_\_\_\_

Textbook used: \_\_\_\_\_ Author: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar's Office Use Only**

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Audit Evaluated      \_\_\_\_ Transcript Received      \_\_\_\_ Transfer Credit Posted

\_\_\_\_ Unnecessary Courses Excluded      \_\_\_\_ Dept. Contacted for Clarification