

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

Form: TC01

Date _____

Request for Brandeis Summer School Transfer Credit

Instructions: Due to academic residency restrictions, Brandeis Summer School courses are taken as part of a non-degree career. Use this form to request the transfer of Brandeis Summer courses to your Brandeis undergraduate degree. This form must be returned to the Office of the University Registrar AFTER a grade for the summer school course has been posted.

- Brandeis Summer School courses WILL be factored into your overall GPA if classes are transferred.
- A maximum of 16 (non-resident) credits total may be applied toward the required 128 credits from the sources listed below:
 - Brandeis Summer School
 - Advanced Placement or International Baccalaureate exams
 - Course taken on Leave of Absence for Medical Reasons
- If the 16 credit maximum has been reached, additional courses maybe transferred for requirement purposes only. Numeric credit will not be granted for these additional courses.

NOTE: Summer school courses will not be processed without receipt of this form.

Last Name: _____ First Name: _____ MI: _____

sage ID: 2 Class Yr: 20 Mailbox: _____ Email: _____

Brandeis Summer School Courses to Transfer to Brandeis Degree

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

I understand that by submitting this request the courses listed above will become part of my permanent Brandeis Undergraduate records. The grade(s) received in the above class(es) will be factored into my overall grade point average. I am aware that I am only allowed to receive a maximum of 16 units from outside sources and therefore the above class(es) may not count toward my 128 total degree progression.

Student Signature _____ Date _____

Registrar's Office Use Only

Registrar Signature _____ Date _____

Transcript Reviewed Transfer Credit Posted 16 Max Units Exceeded Audit Exclusion Processed