## Extended Credit Course Petition

**Instructions:** This form is for Extended Credit students to petition for permission to take courses outside of Brandeis toward the Brandeis University degree. This petition must be returned to the Office of the University Registrar. A written approval or denial will be given as soon as possible. Students are advised not to take a course for which written approval has not been received.

- A separate petition must be submitted for each course. Eg. Lecture and lab sequence requires TWO petitions.
- Only credit for extended credit courses is transferred, not the grade.
- ALL minimum transfer credit requirements must be met, which are stated below:

### Courses Taken During Fall or Spring (non-Summer session)
- A minimum grade of C- or better must be earned in the course.
- Course contact must be deemed appropriate by the Office of the University Registrar.

### Courses Taken During a Summer Session
- Acceptable sessions comprise a minimum of 5 weeks and 37 contact hours; foreign language requires 52 contact hours.
- A minimum grade of B- or better must be earned in the course.
- A student may earn credit for no more than 3 semester courses in a single summer; 2 courses in a single session.
- Course contact must be deemed appropriate by the Office of the University Registrar.

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**Last Name:** ___________________________________  **First Name:** __________________________________________  **MI:** _______

**sage ID:** 2  [ ] [ ] [ ] [ ] [ ] [ ]  **Class Yr:** 20  [ ]  **Email:** __________________________________________

**College/University:** __________________________________________  **City/State:** _____________________________

**Subject Code:** _______  **Course Number:** _______  **Course Title:** ______________________________________________

**Session Start Date:** _________________  **Session End Date:** _________________  **Total Number of Weeks:** ___________

**Days & Times of Meeting:** _____________________________  **Total Contact Hours:** ____________  **Credit Hours:** ______

Have you transferred other courses to Brandeis?  [ ] No  [ ] Yes  **Number of Credit Hours** _________________

**NOTE:** Use of the back of this form to denote full course description, prerequisites, author, and title of text books. Attach a class syllabus to this form.

Class taken above is for:
- [ ] General University Requirement in: CA   HUM   SN   SS   FL   QR   UWS   WI   PE   NW
- [ ] Major/Minor credit in  _____________________________________________________
- [ ] Brandeis course equivalent  _______________________________________________

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**For Registrar’s Office Use Only**

The above course has been:  [ ] APPROVED  [ ] DENIED

[ ] Purpose / Numeric Credit Only

[ ] General University Requirement in:

CA   HUM   SN   SS   FL   QR   UWS   WI   PE   NW

The above course has been:  [ ] DENIED

[ ] Short Session  [ ] Short Contact Hours  [ ] Course Content

Registrar’s Signature: __________________________

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**For Departmental Use Only**

The above course has been:  [ ] APPROVED

[ ] Major/Minor in  _____________________________________________________

Degree Audit Requirement: _____________________________________________

OR

Brandeis Course Equivalent: ____________________________________________

The above course has been:  [ ] DENIED

Comments:

Department Signature: __________________________

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Extended Credit Course Petition

Course Description:________________________________________________________________________________________
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Course Prerequisites:________________________________________________________________________________________

Textbook used: _______________________________________________________ Author: _________________________________

Textbook used: _______________________________________________________ Author: _________________________________

Student Signature: ____________________________________________________________ Date: __________________________

Registrar’s Office Use Only

Registrar Signature _______________________________________________________________ Date  _______________________

☐ Official Transcript Received ☐ Transfer Credit Posted

☐ Transfer Credit Denied due to grade ☐ Dept. Contacted for Clarification