

Brandeis University, Office of the University Registrar
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TC05

Date _____

Petition for Transfer Credit While on Medical Leave of Absence

Instructions: This form is to be used by students who are on an approved Medical Leave of Absence and would like to petition for permission to take courses outside of Brandeis University. 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.

- Within the maximum of 16 credits from external sources, students on approved leave for medical reasons may take two courses (eight credits) per semester. A maximum of four courses (16 credits) can be taken for the duration of the medical leave of absence.
- A separate petition must be submitted for each course. Eg. Lecture and lab sequence requires TWO petitions.
- ALL minimum transfer credit requirements must be met, which are stated below:

<u>Courses Taken During Fall or Spring (non-Summer session)</u>	<u>Courses Taken During a Summer Session</u>
<ul style="list-style-type: none">• A minimum grade of C- or better must be earned in the course.• Course content must be deemed appropriate by the Office of the University Registrar.	<ul style="list-style-type: none">• Acceptable sessions comprise a minimum of 5 weeks <u>and</u> 37 contact hours; foreign language requires 52 contact hours.• A minimum grade of B- or better must be earned in the course.• Course content must be deemed appropriate by the Office of the University Registrar

Last Name: _____ First Name: _____ MI: _____

Sage ID: 2

Date of Birth (mm/dd/yyyy): / /

Email: _____

Cell Phone #: _____

Course Information (ALL course information must be complete before petition can be accepted for consideration)

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: _____

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

For Registrar's Office Use Only

The above course has been: APPROVED

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: _____

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: _____

