Petition for Major/Minor Transfer Credit in:  

☐ BA Major  ☐ BS Major  ☐ Minor  ☐ Not Yet Declared

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

- Institution: _____________________________________________
- Subject Code: ___________________________________________
- Course Number: _________________________________________
- Course Title: ___________________________________________

### For Department Use Only

- Petition Approved
  - Equivalent Course: ___________________________
  - and/or Degree Audit Requirement this course fulfills:
  - ___________________________________________

- Petition Denied
  - Reason for Denial: ___________________________

- Petition Approved
  - Equivalent Course: ___________________________
  - and/or Degree Audit Requirement this course fulfills:
  - ___________________________________________

- Petition Denied
  - Reason for Denial: ___________________________

Student Signature ___________________________________________ Date ________________________

Department Signature ___________________________________________ 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