

Petition for Study Abroad Summer School Transfer Credit

Instructions: This form is used to petition for permission to take summer school courses outside of Brandeis toward the Brandeis University degree. This petition must be returned to the Study Abroad Office. 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 filed for each course taken. Ex) Lecture and lab sequence requires TWO petitions.
- An official transcript of your work must be received by the Study Abroad Office on or before November 1st of the current year.
- Students can earn up to 3 purpose credits, but only 2 per 5 week term.
- This petition does not guarantee transfer credit will be granted. This form services as pre-approval only. An official transcript must be received, and ALL minimum transfer credit requirements must be met, which are stated below:
 - Session must be a minimum of 5 weeks.
 - Contact hours must be a minimum of 37; foreign language requires 52 contact hours.
 - A minimum grade of B- or better in the course.
 - Course contact must be deemed appropriate by the Study Abroad Office and the Office of the University Registrar

NOTE: Summer school courses are for requirement purpose only – grades and units will NOT be transferred.

Last Name: _____ First Name: _____ MI: _____

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

Summer Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Program/University: _____ City/State: _____ Phone: _____

Website: _____ Contact Person: _____ Email: _____

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 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 _____

For Study Abroad Office Use Only

The above course has been: APPROVED

Purpose 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

Study Abroad Office 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

Course Content

Department Signature: _____

