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**Form: TC03**

Date \_\_\_\_\_

**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**

**For Department Use Only**

Institution: \_\_\_\_\_

Subject Code: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_  
\_\_\_\_\_

Petition Approved

Equivalent Course: \_\_\_\_\_

**and/or** Degree Audit Requirement this course fulfills:

\_\_\_\_\_  
\_\_\_\_\_

Petition Denied

Reason for Denial: \_\_\_\_\_

Institution: \_\_\_\_\_

Subject Code: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_  
\_\_\_\_\_

Petition Approved

Equivalent Course: \_\_\_\_\_

**and/or** Degree Audit Requirement this course fulfills:

\_\_\_\_\_  
\_\_\_\_\_

Petition Denied

Reason for Denial: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Signature \_\_\_\_\_ Date \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Form: TC03**

sage ID: 2

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