

Petition to Transfer Coursework

Units to be counted must have been taken at an accredited institution. With the consent of the Graduate Adviser and the Dean of Graduate Studies, some work taken elsewhere may be credited toward degree requirements. The limit for such transfer credit is 12 units from UC Davis Extension or 6 units from another institution as long as the units were not used to satisfy requirements for another degree. See the Graduate Handbook for the complete policy. **You must submit an official transcript with this form showing the courses that you are requesting for transfer.**

Print Student Name: _____ UC Davis Student ID #: _____

E-mail: _____ Phone: _____

Graduate Program: _____ Degree Objective: _____

Student's Signature: _____ Date: _____

TO BE COMPLETED BY STUDENT

Please list the courses you are requesting to transfer and indicate if they are quarter or semester:

<u>Course Number</u>	<u>Title</u>	<u>Institution</u>	<u>Semester or Quarter</u>	<u>Units</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TO BE COMPLETED BY DEPARTMENT

DEPARTMENT CERTIFICATION

If the student is requesting that courses other than UC Davis Extension courses be transferred, they must submit verification from their undergraduate college or graduate adviser that the courses were not used to satisfy other requirements. Graduate advisers may provide the verification here.

I certify that the aforementioned courses were not used to satisfy previous degree requirements.

Graduate Program Adviser Signature: _____ Date: _____
(with signature authority)

Print Graduate Program Adviser's Name: _____

GRADUATE STUDIES SECTION

Approved Denied

Date department notified: _____

Associate Dean of Graduate Studies Signature: _____ Date: _____

Staff Initials: _____