



Office of the Registrar

Petition to Transfer Credit

INSTRUCTIONS:

Please follow directions exactly or the process will be delayed!

- 1) Use one Petition to Transfer Credit form for each course and complete all appropriate information and attach all required documentation.
- 2) Submit completed form with attachments to the Office of the Registrar. Do not take this form around yourself to obtain signatures!
- 3) The petition must be completed at least one quarter in advance of when the course will be offered. Petitions will not be considered once the quarter has begun in which the course is being taught. The review process can take a minimum of four weeks so please plan accordingly. If approved, the credit will be posted to your Rush transcript (login to RUConnected to view your unofficial transcript). If not approved, the decision will be e-mailed to your Rush account.

RUConnected ID #: _____

LAST Name: _____

FIRST Name: _____

Other E-mail (not Rush) _____

Advisor: _____

Student Level: Undergraduate Graduate Professional

Major: _____

CHECK all appropriate transfer credit options listed below:
(Minimum acceptable grade: **Graduate = B, Undergraduate = C**)

- ELECTIVE course approval.** An official transcript from the college where the course was taken must be available in your file for verification course level and grade. Attach the following: A copy of the official catalog description of the course or a course syllabus. Documentation is not returned, so please **attach Copies only!**
- Substitution for a REQUIRED course.** Approval of the course director is required. Only the quarter hour value of the Rush course will be awarded (in most cases) if transfer is approved, not the hours for which the course was originally taken. An official transcript from the college where the course was taken must be available in your file for verification of course level and grade. Attach the following: **Copy of original course SYLLABUS.** (catalog description is not acceptable). Documentation is not returned, so please **attach Copies only!**
- PRIOR APPROVAL to take a course.** To ensure the transferability of a course to be taken outside Rush, supply the needed documentation for review. See the two categories above to determine the type of documentation you need to attach. A request for prior approval will NOT be considered without the specified documentation. **Indicate above whether this petition for prior approval is for ELECTIVE credit or substitution of a REQUIRED course.**
- GRAD NURSING ONLY!** Prerequisite **STATISTICS** course approval for PhD and anesthesia programs **ONLY**. Do **NOT** choose this option UNLESS you have discussed this with your advisor and confirmed that this is the appropriate choice. **Course syllabus must be attached.**
- Tip: Transfer course must be at same academic level as the Rush course for the course to be considered for transfer (i.e. graduate level transfer course for graduate level Rush course)**

TRANSFER COURSE Information (If substitute for a required course, complete Rush Course Info)

RUSH COURSE Information

Name of College and Location (City/State) _____ Course Number and Title _____ <input type="checkbox"/> Semester <input type="checkbox"/> Quarter: Hrs = _____. Completed: <input type="checkbox"/> Wint <input type="checkbox"/> Spr <input type="checkbox"/> Sum <input type="checkbox"/> Fall, Yr. ____ For Prior Approval - when will course be taken? <input type="checkbox"/> Wint <input type="checkbox"/> Spr <input type="checkbox"/> Sum <input type="checkbox"/> Fall, Yr. ____	Rush Subject & Course # _____ Title: _____ _____ _____ Quarter Hrs: _____ (See Catalog)
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FOR FACULTY AND ADMINISTRATIVE USE ONLY

REGISTRAR'S OFFICE Daniel Weber

Course eligibility:

Course Level: Graduate Undergraduate - Lower div Upper div

Grade verified: Yes - Grade earned: **A B C** No

Comments: _____

Signature _____ Date _____

ADVISOR (applicable to graduate-level courses only)

Course approved: YES NO Comments: _____

Signature _____ Date _____

PROGRAM DIRECTOR

Course approved: YES NO Comments: _____

Signature _____ Date _____

COURSE DIRECTOR

Is course acceptable? YES NO Content ONLY credit

PARTIAL hours credit for _____ qhrs.

Comments: _____

Signature _____ Date _____

COURSE DIRECTOR

Is course acceptable? YES NO Content ONLY credit

PARTIAL hours credit for _____ qhrs.

Comments: _____

Signature _____ Date _____