

PETITION FOR ACCEPTANCE OF CREDIT

Transfer credit that is not accepted by the Office of Admissions at the time of admission can be petitioned for credit to be awarded. Please use this form to complete the petition for the acceptance of credit process.

1. Print this form and fill out the student section below.
2. The student is advised to make an appointment with a department whose coursework is similar in nature with the petitioned courses. This form and a course syllabus for each petitioned course will need to be presented to the department. **Please note that if you are petitioning multiple courses across different departments, you will need to submit one form to each department.**
3. Have your department complete this form and provide the two required signatures for approval; one from a faculty member and one from the department chair.
4. Once the department has completed their approval of these petitioned courses, please return the completed form to the Office of Admissions via email at admissions_appeal@utah.edu or at our service window in Room 250S Student Services Building.
5. Please allow 5 to 7 business days for approved credit to be posted once the form is returned.

Student Section: Please fill out the information below:

Referral Department		Date Referred	
Student's Name		I.D. Number	
Email Address		Phone Number	
Name of Transfer School			

Department Section

Petition Course Subject and Number	Petitioned Course Title	Indicate U of U Equivalent Course or elective credit	General Ed Designation

Name of faculty member making recommendation *Signature* *Date*

Name of department chairman indicating approval *Signature* *Date*

Both signatures are required for the form to be complete.

