

3. Explain why you did not apply for credit or exemption by the deadline. (Not knowing about the deadline will not warrant an exception to the policy.)

4. What prompted you to check into this now?

5. What purpose would the credit or exemption serve?

Signed

Date

Student Signature

If your petition is approved and you are seeking a pre-matriculation transfer credit, you will need to pick up a Pre-matriculation Credit Request form from the First-Year Deans' Office and take it to the appropriate department for approval. The department usually requires a syllabus and transcript, and may ask for additional information. If approved, bring the Request form and transcript to the First-Year Deans' Office so that the credit or exemption can be noted on your record. If you are requesting a credit or exemption based on a standardized test score, IB, or A-Level grade, we must have an official score report, Transcript of Grades, or General Certificate.

(FOR OFFICE USE ONLY)

Approved

Denied

Signed

Date

Dean's Signature