

**Petition to Transfer Coursework**

With the consent of the Graduate Advisor, some work taken elsewhere may be credited toward MBA degree requirements. Units to be counted must have been taken at an AACSB accredited institution. For additional details, visit [Residence and Transfer Units \(GC2011-03\)](#) and [Section 7.9 of the GSM P&P](#). **A transcript, listing the courses you are requesting for transfer, must be submitted for review with this form.**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

E-mail \_\_\_\_\_ Program \_\_\_\_\_

**PART I (to be completed by student)**

Please list the courses you are requesting to transfer and indicate if they are quarter or semester. Please note, only two courses may be transferred from non-UC institutions.

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

I confirm that the courses above were not used to satisfy degree requirements for a previously awarded degree.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II (to be completed by GSM)**

**MBA Graduate Advisor Section**

**Approved Course(s):**

| <u>Course Number</u> | <u>Transferred Units (converted)</u> |
|----------------------|--------------------------------------|
| _____                | _____                                |
| _____                | _____                                |

**Denied Course(s) & Comments (if any):**

Graduate Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_