UIC College of Business Administration
Transfer Credit Petition
(petition to accept a course already taken at another school)

Instructions: This form is to be used by students enrolled in the College of Business Administration who are planning on taking courses at another school and then transferring the work back to UIC. Please fill out the petition prior to registering for courses. Courses that have not been approved may not count towards your degree. **Please return to 1118 UH five days after you submit your petition for the response. Please make sure you send an official transcript to UIC once the courses have been completed.**

_____ _____
Last Name First Name UIN

_____ (_____)_____
Address Telephone Number

_____ _____
City, State and Zip Code UIC Email Address

_____ FR SO JR SR Nondegree
Major Class Level (Circle one)

Provide the following information on the course (S) you are planning on taking:

Transfer Course and Title _____ School _____

Semester course was completed _____ Credit Hours_____ Grade Earned_____

I would like to transfer this course to UIC as _____ credit
List UIC course or category of course

Attach a course description and/or syllabus to this petition. Please do not submit exams, assignments, papers or textbooks.

_____ _____
Date Student Signature

Department evaluation, recommendation or comments:

_____

_____

_____ _____ _____
Date Printed Name Signature

Advisor's Action:

☐ Approve ☐ Deny ☐ Take this petition to the _____ in _____for a written recommendation.
Department Room and bldg.

Comments_____

Date_____ Signature_____, Advisor