

**UIC College of Business Administration**  
**Transfer Course Petition**  
**(petition to take courses 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

\_\_\_\_\_  
Major

FR      SO      JR      SR      Nondegree  
Class Level (Circle one)

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

School \_\_\_\_\_

Course(s) Number,  
Title & Credit Hours  
\_\_\_\_\_  
\_\_\_\_\_

Semester \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Advisor's Action:**

- Approve       Deny       Meet with an advisor before a decision can be made.
- Required Grade \_\_\_\_\_       Must make up \_\_\_\_\_ hours with \_\_\_\_\_
- Needs to make up \_\_\_\_\_ hours at UIC per 60 Hour Rule

Comments \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_, Advisor