Transfer Course Petition Form (INTL) UW Bothell Admissions

The Petition Procedure:

1. Students are responsible for completing this form and providing supplemental documentation related to the evaluation of a course transferring from another institution. Only one form can be used for each course being petitioned. Supplemental documentation must include: Official course description or course syllabus in the original language. If the course description/syllabus is not issued in English Admissions also requires an official English translation*.
   * Official English Translation: To be considered official, the translator must be certified by the American Translators Association (http://atanet.org/) or corresponding body in the originating country, or should have a Master’s degree in Translation or Interpretation, or be completed by the issuing institution.

2. Please explain why you believe that the course should be transferrable or equivalent to a specific UW course or why you believe that the course should be upper division on a separate document.

3. Please submit this completed form along with supplemental documentation to the UW Bothell Admissions Office in an envelope with “Attention to: International Specialist” written on the front.

4. Students will be notified by email regarding the results of their appeal within two weeks of submission.

Student Information:

Name: _____________________________________________ Today’s Date: _____________

Last First Middle

UW Student Number: ________________________ Major: ________________________

I am petitioning the following course to the University of Washington Bothell:

Name of institution Course number/Title Attendance period (AUT/14) Grade Cr./Hr.

I believe this course is equivalent to the UW course listed below and/or the area of knowledge marked below:

UW course #  □ Composition  □ Natural World  □ Individuals & Society

□ Visual, Literary, and Performing Arts  □ Quantitative & Symbolic Reasoning

I believe this course is an upper division course:

Yes □

Office Use Only

Approval Disapproval

If approved, this is what is approved by the specialist committee.

Name of Institution Course number UW course awarded AOK Grade CR UD

Initial: ________________ Date processed: ________________

□ SDB 330/325 updated □ SDB 607 HOLD Remove □ Email sent to student

10/02/2014