**Instructions for petitioning transfer credit for CS majors**

*Due to the volume of CS students, petitions for full CS majors only will be processed in DARS. Pre-majors may complete the steps below, but the paperwork will be held in your pre-major folder until you become a major. At that point, the credit will be officially entered into DARS.*

**Step 1:** Locate materials that fully describe what was taught in the course.
- Sources can include:
  - Course description
  - Course outline
  - List of assignment descriptions
  - Pre-requisites
  - Textbooks used

**Step 2:** Fill out the Course Petition Form (reverse side). Return to the CS advisor with any approvals you receive. Math, physics, biology, chemistry advisors may send an email approval to ugrad-help@cs.utah.edu in lieu of a signature, but the form should still be returned to the CS advisor.

**Step 3:** Make sure your transfer credits have been posted in DARS for verification. If you have a prior degree, you may need to provide the CS academic advisor with a copy of your transcript for verification.

**Step 4:** Contact an advisor to petition the course:
- For *GENERAL EDUCATION & BACHELOR DEGREE* courses:
  - Contact University College Advising (appt. required): 801-581-8146
- For *COMPUTER SCIENCE* courses:
  - Contact Peter Jensen for an appointment: pajensen@cs.utah.edu
- For *MATH* courses:
  - Email Angie Gardner (advisor@math.utah.edu) with petition form, etc
  - CC: ugrad-help@cs.utah.edu for electronic approval
- For *PHYSICS 2210/2220*:
  - Email Tamara Young (tamara@physics.utah.edu) w/petition form, etc
  - CC: ugrad-help@cs.utah.edu for electronic approval
- For *BIOLOGY 1210*:
  - Email David Gard (advising@biology.utah.edu) with petition form, etc
  - CC: ugrad-help@cs.utah.edu for electronic approval
- For *CHEMISTRY 1210*:
  - Email Charles Atwood (chatwood@chem.utah.edu) with petition form, etc
  - CC: ugrad-help@cs.utah.edu for electronic approval