Instructions for petitioning transfer credit for CS majors

**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:** 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 3:** Contact an advisor to petition the course:
- For *GENERAL EDUCATION & BACHELOR DEGREE* courses:
  - Contact University College Advising (appt. required): 801-581-8146, advising.utah.edu
- For *COMPUTER SCIENCE* courses:
  - Fill out the form [http://www.cs.utah.edu/transfer/transfer-course/](http://www.cs.utah.edu/transfer/transfer-course/)
  - Contact Peter Jensen for an appointment: pajensen@cs.utah.edu
- For *MATH* courses:
  - Fill out the math petition form at [https://mail.math.utah.edu/tcef/](https://mail.math.utah.edu/tcef/)
  - 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 [https://chem.utah.edu/forms/out-of-state-course-transfer-petition.php](https://chem.utah.edu/forms/out-of-state-course-transfer-petition.php) with petition form, etc
  - CC: ugrad-help@cs.utah.edu for electronic approval