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 April Vrtis: [https://www.coe.utah.edu/students/gen-ed-exception-form/](https://www.coe.utah.edu/students/gen-ed-exception-form/)

- 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](mailto: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](mailto: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) w/petition form, etc
  - CC: ugrad-help@cs.utah.edu for electronic approval