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/

- For *COMPUTER SCIENCE* courses:
  - Fill out the form 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/
  - 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-ot-state-course-transfer-petition.php with petition form, etc
  - CC: ugrad-help@cs.utah.edu for electronic approval