



DIVISION OF CONTINUING EDUCATION

510 E. PELTASON DRIVE
IRVINE, CA 92697-5700

PETITION TO TRANSFER COURSE(S)

Students with a bachelor's degree that includes coursework in accounting, may petition to waive up to two (2) required courses in the Applied Accounting certificate program. Certificate candidates who have successfully completed coursework from another educational institution may request permission to transfer one (1) or more courses to fulfill the requirements of a certificate program up to the following unit limitations:

- Another UC Extension: up to nine (9) units

Candidates may request transfer of course(s) from both a UC and non-UC institution toward a certificate by:

- Completing credited courses with a grade of 'C' or better.
- Completing all certificate coursework within the required five (5) year completion time period
- Ensuring the course(s) fulfill the overall objectives of the certificate program
- Meeting the number of units required for the certificate program
- Submitting a written request to the program director
- Obtaining confirmation of acceptance by the program director in writing

For transfer consideration, please submit the following documentation to the program director: completed Petition to Transfer Course form, unofficial transcript from alternate educational institution, and official descriptions of course(s) taken.

Instructions:

1. Complete, in full, a Petition to Transfer Course form.
2. Obtain unofficial transcripts.
3. Attach copies of official catalog descriptions of proposed equivalency courses to your completed petition. (Circle descriptions of those courses you wish us to consider.)
4. Send your petition, with descriptions and copies of transcripts to, **UC Irvine Continuing Education, 510 E. Peltason Drive, Irvine, CA 92697-5700, Attention: Finance Programs.** Or you may choose to e-mail financeprograms@ce.uci.edu.

Upon submission of these documents, the program director will review your request to ensure that the course(s) to be transferred are credit bearing with a grade of "C" or better from an appropriate institution, completed within the past five years, and fulfills the overall objectives of the certificate program.

PETITION TO TRANSFER

DATE: _____

NAME: _____

CERTIFICATE PROGRAM: _____

ADDRESS: _____

STUDENT ID # _____

PHONE NUMBER: Business _____ Home _____

Fax _____ E-mail _____

	Certificate Program		Proposed Course Transfer Ex: Basics of Learning	Refer to Transcript From: Ex: UC Irvine
	Course # Ex: MGMT X123	Course Title Ex: Introduction to Learning		
1				
2				

UCI USE ONLY				
Petition 1		granted DATE:		denied DATE:
Petition 2		granted DATE:		denied DATE:

Please note approved petitions will not take effect until an application for candidacy has been submitted.

COMMENTS:

 Stephane Muller, Academic Director
 Business, Finance & Technology Programs
 UC Irvine, Division of Continuing Education