



**PETITION FOR TRANSFER OF UNITS**

**Name** \_\_\_\_\_ **Student I.D.#** \_\_\_\_/\_\_\_\_/\_\_\_\_

I request that the units listed below be used in partial satisfaction of the requirements for the MBA degree to be awarded by the Graduate School of Management, University of California, Davis.

School	Course #	Course Title	Units

\_\_\_\_\_  
Student Signature Date

- Approved**
- Denied**

\_\_\_\_\_  
Graduate Advisor Signature Date

Reason for Denial: \_\_\_\_\_

**Instructions:** Petition for Transfer of Units must be completed during the first quarter of matriculation. Transfer units will be accepted toward fulfilling elective requirements only. Transfer units cannot be applied toward fulfillment of core requirements.

The following guidelines should be used when requesting the transfer of units:

1. Units to be counted must have been taken at an AACSB International Accredited Institution and must be equivalent in academic level to an elective course at the GSM.
2. Transfer courses should meet legitimate educational needs that should be defined in relation to a specific educational or career objective.
3. The educational or career objective should be consistent with the overall philosophy and structure of the Graduate School of Management.
4. Only courses which are upper-division, graduate, or professional level courses can be transferred.
5. No more than 6 units taken outside the GSM may be applied to the 72 unit graduation requirement. Exceptions may be granted with the written approval of the Graduate Advisor for outside courses that have been approved as part of standing concentrations or as part of approved joint-degree programs.
6. Transfer units could not have been used toward a previously awarded degree.
7. For complete information on transferring units, please see Sections 7.8 of the Graduate School of Management Policies and Procedures. If you believe your request meets the criteria listed above, please submit this petition along with:
  - a. An official course syllabus for each class. An official transcript from your admission file will be reviewed for further consideration.
8. Submit to: [gsmregistrar@gsm.ucdavis.edu](mailto:gsmregistrar@gsm.ucdavis.edu). Please allow 30 days for the review of this request.