



UNIVERSITY OF CALIFORNIA, DAVIS  
 DAVIS, CALIFORNIA 95616

**Graduate School of Management  
 PETITION FOR TRANSFER OF UNITS**

Name \_\_\_\_\_ UCD ID Number \_\_\_\_\_

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 Number	Course Title	Units
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\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

Approved

Denied

\_\_\_\_\_  
 Graduate Advisor

\_\_\_\_\_  
 Date

REASON FOR DENIAL: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Instructions:** Petition for Transfer of Units must be completed at least one quarter prior to Advancement to Candidacy. Transfer units will only be accepted toward fulfilling elective requirements. Transfer units cannot be applied toward fulfillment of Core requirements.

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

1. Transfer courses should meet legitimate educational needs which should be defined in relation to a specific educational or career objective.
2. The educational or career objective should be consistent with the overall philosophy and structure of the Graduate School of Management.
3. Only courses which are upper-division, graduate, or professional level courses can be transferred.
4. 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.

For complete information on transferring units, please see Sections 5.4--5.7 of the Graduate School of Management Policies and Procedures for the Curriculum and Student Affairs. If you feel your request meets the criteria listed above, please submit this petition along with: 1) An official course description for each class (may be a copy of catalog description), and 2) An official transcript, to:

Student Services Office  
 Graduate School of Management  
 University of California, Davis  
 Davis, CA 95616

Please allow 30 days for the review of this request.