Credit for courses taken at other institutions must first be approved for general university credit by the Registrar’s Transfer Credit Evaluation Office.
Econ department credit may be granted if the course taken was similar in coverage and analytical level to a course offered at Stanford as judged from the course descriptions, syllabus, text, or other materials you can provide.
Courses from community colleges or city colleges will not receive transfer credit.
If no similar course is offered at Stanford, directed reading credit may be approved in rare circumstances.
Students must have completed all the Stanford Economics prerequisites for the approved transfer credit in order to use it towards the Economics major or minor.

Name: __________________________ Date: ______________________
SUID: __________________ Email: ____________________________ Phone #: ______________

1. List the university and the course you took for which you would like transfer credit; also list the Stanford University course you believe it parallels.

Name of non-Stanford university: ________________________________
Non-Stanford course number and name: __________________________
Stanford Course you want transfer credit for: ______________________
List the textbook(s) used for the non-Stanford course
_______________________________________________________________________________________
List the prerequisites required for the non-Stanford course
_______________________________________________________________________________________

2. Stanford in Washington or Stanford’s Overseas Studies Program courses are the only requests for pre-approval that will be reviewed. All other outside courses will be reviewed after they have been transferred into Stanford University. Have you already taken the course? YES ____ NO ____

3. You must attach a detailed course syllabus. Without this information we cannot process your request.

4. If you have already taken the course you must contact the Registrar’s Office Transfer Credit Evaluator and ask to have an annotated copy of your transcript sent to the Economics Department Undergraduate Student Services Officer, Joanne DeMarchena (jdemar@stanford.edu).

Any additional comments or explanations you would like to make:
_______________________________________________________________________________________
_______________________________________________________________________________________

Submit completed form and required materials to the Undergraduate Student Services Officer in the Economics Department, Econ 136.

____ Approved       ____ Denied

Associate Director of Undergraduate Studies
Date

Rev. 2016-17