



UNDERGRADUATE PETITION FOR TRANSFER OF CREDIT

PRIOR to class reservation: Complete this form and obtain signatures of approval. Note you are responsible for making your own copy of the signed form for your records.

Name: _____ ID# _____

Telephone No: _____ Proposed date of Graduation: _____ e-mail address: _____

Major: _____ Minor: _____

Name of institution offering course or program (must be accredited and USD approved): _____

Location of course or program: _____

Please supply the following information concerning the course you wish to have transferred to USD:

Dept. _____ Course No. _____ Title: _____

Description of course (from catalog or website): _____

Number of units: _____ semester quarter

Date course will be taken: From _____ to _____
month/day/year month/day/year

The course listed above will meet the requirements for:

Core Curriculum (specific core area): _____

Major Minor Prerequisite for major/minor Elective

This course will not be taken within my last thirty units, meeting the USD Residency requirement (see section below)

Please read all of the following regulations and sign below:

- I have consulted the USD Undergraduate Bulletin. The above course, together with other courses in which I enroll, will not exceed the unit limit load acceptable to USD.
- I understand USD's residency requirement policy as stated in the Bulletin. If approved, this course must be taken prior to my last 30 units at USD, unless a residency waiver has been granted.
- I understand that I must achieve, at minimum, a grade of C- for this course to transfer and that Liberal Studies and School of Business Majors need a grade of C and above for the course to transfer.
- I understand that currently at USD, the College of Arts and Sciences and the School of Business do not accept online courses at the undergraduate level.

Student Signature

Date

After you have obtained a signature from the Advisor and the Department chair, take this form to the One Stop Student Center to be processed. Upon completion of the course, an official transcript must be mailed to the Office of the Registrar to transfer the course.

(Do not write below this line)

Approved: _____ Date: _____
Major Advisor: _____

Dept. Chair (if applicable): _____ USD equivalent course _____

Reviewed by _____ Transfer Analyst Approved by _____ Dean's Office

Denied: _____
Comments: _____