University of San Diego

UNDERGRADUATE PETITION FOR TRANSFER OF CREDIT

PRIOR to class reservation: Complete this form and obtain signatures of approval.

Name:_____ID#_____

_

Address:_____

number and street city state zip code

Local 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 in (specific Core area):_____

☐ Major ☐ Minor ☐ Prerequisite for major/minor ☐ Elective

- 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.*
- I understand that I must achieve, at minimum, a grade of C- for this 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.

After you have obtained signatures from the advisor and the department chair, drop off this form in the appropriate Dean's office (F114 or OH115). Please return in one week to pick up your approved form and turn into the Registrar's Office, F113.

_____
Student Signature Date

(do not write below this line)

Approved: Date:

Major Advisor:_____ _____

Dept. Chair (if applicable):_____ _____ _____
USD equivalent course or Department equivalent (for DARS articulation table).

Dean's Office:_____ _____

☐ Denied:_____ _____

Comments:_____
_____
_____

Note: 2 year or junior college work is lower division.

Revised 12/2007