GRADUATE STUDENT
PETITION FOR TRANSFER OF CREDIT

Please consult the current Graduate Catalog and your school's handbook for transfer-of-credit policies. The number of credit hours transferred will be based on the USD's semester credit system rounded down to the nearest full or half units (1 quarter hour = 0.67 USD semester hour units) provided the credit transferred does not exceed the maximum number of non-USD credits allowed in the program (See the Graduate Catalog for details). **USD students should complete this form and secure all approval signatures below prior to taking the coursework.** Upon completion of the coursework, this form and an official transcript are required for final processing. Submit the completed petition(s) and official transcript(s) showing the completed coursework to the University of San Diego, Graduate Records Office, Founders Hall, Suite 117. ***To be eligible for transfer, the equivalent course must 1) not have been counted towards another degree and 2) the credits must have been earned within the last five years from an accredited university. No guarantee of transfer is made until all signatures are secured and the credit is verified through an official transcript.***

NAME			USD ID#
ADDRESS			PROGRAM
CITY	STATE	ZIP	EMPHASIS
PHONE NUMBER	EMAIL		EXPECTED MONTH & YEAR OF GRADUATION

COURSE #	COURSE TITLE	INSTITUTION	GRADE	USD UNITS	USD REQUIREMENT MET

I have consulted the Graduate Catalog. The above course(s), together with all other transfer courses in which I enroll, will not exceed the unit limit load acceptable to USD. I understand USD's transfer and residency requirement policy as stated in the Graduate Catalog. I also understand that **I must achieve at least a grade of B for this course to transfer.**

Student Signature:_____ **Date:**_____

Digital Signature or Type Name

Comments:

APPROVALS	
ADVISOR SIGNATURE	DATE
PROGRAM DIRECTOR/CHAIR SIGNATURE	DATE
COLLEGE /SCHOOL CLEARANCE	DATE
FOR OFFICE USE ONLY — Program Transfer Limit:	Transfer Credit On Record: