



This form is to be used when a student wishes to request that credit hours from previous colleges/universities be evaluated for possible transfer credit, to be used toward their degree requirements at PSU. Upon receipt of this petition together with the official transcripts and other supporting documents, PSU will determine the number of credits to be transferred. This also applies to pre-requisite or DBA foundational coursework.

**Transfer credit policy:** A student who wants to apply courses taken at another college/university toward their PSU degree must understand that the following criteria must be met in order to be considered for transfer of credit:

For graduate/doctoral level: (a) The courses are equivalent to PSU courses, (b) the grade must be B or higher, (c) and the maximum number of transferable credits at the graduate/doctoral level is 8 quarter units or two courses. (d) Pre-requisites are generally undergraduate level and DBA foundational courses are at the graduate level.

For undergraduate level: (a) The courses are equivalent to PSU courses, (b) the grade must be C or higher, (c) and the maximum number of transferable credits is 132 quarter units (33 courses).

STUDENT INFORMATION (All required – please print clearly)				
Last Name		First Name		Middle Name (if any)
Current Mailing Address – Street				
City		State	Zip/Postal Code	Country
Phone			Email	
PSU Program of Study (Major and Concentration)				

**Directions:** Please list the colleges/universities that you have attended. Be sure that PSU has received your official transcript(s) that you request to be evaluated for credit transfer of the previous coursework. The course content, objectives and outcomes considered for transfer must match the content of a PSU course. When a direct match is unclear, the student shall supply credible documentation suitable for determining course objectives and outcomes. A course syllabus that includes course objectives (which may include learning outcomes) or a copy of a catalog (electronic or physical copy) from the relevant institution detailing program offerings, course descriptions and course objectives (which may include learning outcomes) are acceptable forms of documentation.

Name of Institution/ Degree Received	Number of courses for Transfer
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Please evaluate for all possible transferable coursework.

By signing below, I certify that the information contained on this form, and all supporting documentation, is true and accurate.

Student Signature <b>X</b>	Date Signed (mm/dd/yyyy)
-------------------------------	--------------------------

OFFICE USE ONLY			
Date Received	Received By	<input type="checkbox"/> Approved and Completed .....	
Date Updated in CAMS	Updated in CAMS By	<input type="checkbox"/> Denied .....	
		<input type="checkbox"/> Request for more information .....	