



University of San Francisco
School of Education

Petition to Enroll at Another Institution

DIRECTIONS

- 1. Attach evidence that course is a graduate level course from an accredited institution
2. Attach evidence that course is a graded course (NOI Pass/fail; NOI credit/no credit)
3. Attach to this form a copy of the catalog description of the course you wish to take. The course should NOT be one that is offered by USF School of Education.
4. Obtain the approval of your faculty advisor.
5. Return form and attachments to the USF School of Education Dean's Office for Associate Dean's approval prior to enrolling
6. You must achieve a grade of B or better in the course(s) in order for the course(s) to be accepted at the USF School of Education.
7. When you have completed the course, obtain an official transcript and submit it to the Dean's Office, USF School of Education
8. A maximum of six (6) semester units at the Master's level and a maximum of twelve (12) semester units at the doctoral level may be transferred and/or waived

TO BE FILLED OUT BY STUDENT (please print)

Credential Program, M.A Program, Ed D Program

Name (Last First, Middle Initial) USF Student ID Number

Address (Street) (City) (State/Zip Code)

Phone (Work) Phone (Home)

AUTHORIZATION IS REQUESTED TO TAKE THE FOLLOWING COURSE(S):

Institution Semester (Quarter)/Year

COURSE NUMBER AND TITLE UNITS* USF EQUIVALENT (if applicable)

Empty lines for course information

* Please indicate if units are semester (S) or quarter (Q) units.

REASON FOR MAKING THIS REQUEST:

Empty lines for reason

Student's Signature Date

Recommended for Approval by: Faculty Advisor Date

Approved Denied by: Associate Dean Date

Student Notified of Approval/Denial Transcript Received Transfer Credit Posted