

University of San Francisco
School of Education
Petition for Transfer of Credit

DIRECTIONS:

*** Please read carefully.** Failure to complete form correctly may result in delayed processing or denial. This form should be used for the purpose of transferring units from a previously attended institution. Processing time may vary but is approximately 2-4 weeks once it has been completed and been received by the Dean's Office. If you have any questions regarding your petition please contact the Dean's office at 415-422-6525.

STUDENT INFORMATION: to be completed by student only.

Name: <i>(Last, First, M.I.)</i>
Student ID Number:
Phone:
Email:
Check all that apply: <input type="checkbox"/> Master's/Credential <input type="checkbox"/> Doctoral <input type="checkbox"/> Off-campus
Student's Department/Program: <i>(i.e. International & Multicultural Education)</i>

PETITION FOR TRANSFER OF CREDIT CRITERIA: to be completed by student only.

- The course(s) must have been taken within *seven (7)* years immediately preceding date of petition.
- Transfer courses cannot replace General Education core requirements.
- You must achieve a grade of "B" or better in the course(s) in order for the course(s) to be accepted at USF as transfer.
- *Note:** A maximum of *twelve (12)* semester units may be transferred for Doctoral students and a maximum of *six (6)* semester units may be transferred for Master's/Credential students from an accredited institution. Those pursuing a Doctorate degree may transfer units from a Master's level course.
- ** Note to Counseling Psychology Students:** Other courses transferred in from other colleges and universities may not meet the requirements of the BBS.

STUDENTS MUST PROVIDE THE FOLLOWING WHEN SUBMITTING: to be completed by student only

- Attach to this form a copy of the **syllabus** or **catalog description** of the desired course(s) to be transferred. The course must be **equivalent** to a course in USF's program. The course cannot be supervised fieldwork, field practice, a practicum, independent study, or Continuing Education.
- Attach to this form a sealed Official Transcript showing evidence that this is a **graduate level course** and that the course is **graded** (NOT pass/fail).
- If transferring Master's units towards a Doctorate degree please attach a **rationale** for your petition for transfer of credit.
- Obtain signed approval from your Faculty Adviser (see below).
- Submit the petition and attachments to the Dean's office for Associate Dean approval (see below).
- *** Fill out the following information (items 1-10).**

1. External Institution: <i>(Institution of Transfer)</i> _____		2. Semester/Quarter Units: <i>(Indicate if semester or quarter units)</i> _____	
3. What Semester/Quarter, Year course completed: <i>(Fall, 2017)</i> _____		4. Grade Received: <i>("B" or better)</i> _____	
5a. Course Number:	5b. Course Title:	5c. Units:	5d. Apply towards USF course:
EXAMPLE: <i>Ext. Course 101</i>	<i>External Course 101</i>	<i>3 units</i>	<i>CPSY 677: Counseling across cultures</i>
5a.	5b.	5c.	5d.
6a.	6b.	6c.	6d.
7a.	7b.	7c.	7d.
8a.	8b.	8c.	8d.
I, the undersigned, have read and met all criteria and have provided the required supplemental documents for the purpose of transferring credit from a previous institution. I understand that failure to meet the criteria presented may result in a request for additional information or denial of this petition.			
9. Student Signature: _____		10. Date: _____	

APPROVALS: to be completed by a Faculty Adviser or Dean's Office only.

Faculty Adviser Section	Associate Dean Section
Recommendation for Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Total Number of Units Transferred: _____ Name (print): _____ Signature: _____ Date: _____	Recommendation for Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Name (print): _____ Signature: _____ Date: _____

Notes/Add'l Requirements: to be completed by School of Education Faculty & Staff only.

<input type="checkbox"/> Student Notified of Decision on: _____
<input type="checkbox"/> Processed by Dean's office staff on: _____