



# COMPANION GUIDE FOR PETITION FOR PRE-USD TRANSFER COURSE CREDIT

Use this guide when filling out the *Petition for Pre-USD Transfer Course Credit* for additional instructions and guidance on when and how to use the form most successfully.

## USING THE PETITION FOR PRE-USD TRANSFER COURSE CREDIT

The *Petition for Pre-USD Transfer Course Credit* is used to request additional evaluation of a course you completed at another university **before** you began taking courses at USD that you are currently receiving elective credit for to see if it may fulfill a core curriculum, major or minor requirement.

Log into your Degree Works and navigate to the “Elective Courses” section near the bottom of your degree audit to find courses you are currently receiving “ELCT 100 Lower Division Transfer Credit” or “ELCT 300 Upper Division Transfer Credit”.

If you are receiving this credit, it means the course has not previously been transferred to USD (or a *Petition for Pre-USD Transfer Course Credit* has not been previously submitted) and it is not included in any articulation agreement USD has with other universities. Consequently, the Transfer Analyst awarded this course elective credit when completing their evaluation of your official transcript.

When you submit a *Petition for Pre-USD Transfer Course Credit* along with a syllabus (course outline) with learning outcomes, the pre-USD course is reviewed by the USD Department Chair or Program Coordinator most closely associated with the subject of the course to determine if the course fulfills core, major or minor requirements. These requirements may be fulfilled by a course that was initially awarded elective credit since you provided more detailed information about the course via a syllabus (course outline) for the second review.

You can access the *Petition for Pre-USD Transfer Course Credit* via your MySanDiego Portal by navigating to the Torero Hub → My Academics → Transfer Credit/Articulation section as shown here.

Transfer Credit/Articulation	
<ul style="list-style-type: none"> <li>Request for Transfer Articulation</li> <li>AP/IB/CLEP Approved Exams</li> <li><b>Petition for Pre-USD Transfer Course Credit   Companion Guide</b></li> </ul>	<p>Credits will be posted to your records only after we receive your official transcript for the approved course</p> <p>Please send official Transcripts to:            Registrar's Office, Founders Hall 117, 5998            Alcalá Park, San Diego, CA, 92110            OR            if e-transcript are sent, address them to  <a href="mailto:registrar@san Diego.edu">registrar@san Diego.edu</a></p>

## DECIDING WHICH COURSES TO SUBMIT A PETITION FOR PRE-USD TRANSFER COURSE CREDIT FOR

If a pre-USD course has a similar title or description to a course offered at USD that fulfills a core curriculum, major or minor requirement, the pre-USD course may not satisfy those requirements the same way a USD course does. For example, to satisfy a core curriculum requirement, a pre-USD course must have similar learning outcomes to courses offered at USD that fulfill that core requirement.

Use the information below for guidance in determining which courses are most likely to fulfill core curriculum, major or minor requirements and should be submitted for evaluation through the *Petition for Pre-USD Transfer Course Credit*.

### CORE CURRICULUM REQUIREMENTS

To satisfy a core requirement, a pre-USD course **must** have similar student learning outcomes to those listed for the core requirement on the core curriculum website. Even if a pre-USD course has a similar title or description to a course offered at USD that fulfills a core requirement, if it does not have similar learning outcomes it will not satisfy the requirement.

You can view each core requirement and learning outcomes on the core curriculum website ([www.sandiego.edu/core/core-requirements.php](http://www.sandiego.edu/core/core-requirements.php)).

When considering which pre-USD courses most likely to fulfill a core requirement, compare the learning outcomes listed on the syllabus of the course you hope will fulfill the requirement with those listed on the core website for that requirement. For example, this image shows the Scientific and Technological Inquiry core requirement, and lists the learning outcomes that all courses fulfilling the requirement have in common.

If you and your academic advisor believe the student learning outcomes of the pre-USD course and the core requirement are reasonably similar, move forward with submitting your *Petition for Pre-USD Transfer Course Credit*. If not, explore other core requirements to see if the student learning outcomes may be a better match.

Scientific and Technological Inquiry
<p>Students take one course in the sciences with a primary focus on laboratory/design/field experiences where students will ask scientific questions and collect and analyze data to test hypotheses to answer questions or apply the engineering design process to develop a solution to satisfy a set of user requirements. Lab must be affiliated with the same course.</p> <p><b>Student Learning Outcomes</b></p> <p>Students will:</p> <ol style="list-style-type: none"> <li>Design and conduct an experimental and/or observational investigation to generate scientific knowledge or evaluate a technological solution to a problem.</li> <li>Analyze data using methods appropriate to the natural sciences and/or engineering in order to make valid and reliable interpretations.</li> <li>Explain the basic scientific concepts and theories relevant to the area of study.</li> <li>Identify and use appropriate and sufficient scientific evidence to evaluate claims and explanations about the natural and designed world.</li> </ol>

## MAJOR AND/OR MINOR REQUIREMENTS

When considering which pre-USD courses most likely to fulfill a major and/or minor requirement (including “Preparation for Major” requirements), your academic advisor will be your most helpful resource. When needed, your academic advisor can help direct you to the Department Chair or Program Director that houses your minor.

Prior to meeting with your advisor, review the official requirements of your intended or declared major and/or minor as listed in the [Undergraduate Course Catalog](#) in the catalog year you declared your major and minor. An example of the curriculum for Communication Studies in the College of Arts and Sciences is to the right. Clicking on the “Major” or “Minor” tab will list all graduation requirements. Clicking on any course code (e.g., COMM 101) will provide a course description and additional course information.

Home / Undergraduate / College and Schools / College of Arts and Sciences / Communication Studies

2019-2020 CATALOG

Search catalog

Overview Faculty Major Minor Courses

Undergraduate

Academic Calendars  
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### Communication Studies

The Communication Studies Major

Preparation for the Major

Required Lower-Division Core		
COMM 101	Introduction to Human Communication	3
COMM 130	Introduction to Media Studies	3
COMM 203	Public Speaking	3
COMM 220	Introduction to Media Writing	3

Compare the course description and student learning outcomes of the pre-USD course you hope will fulfill a major and/or minor requirement with the course description and information listed in the catalog. If you believe they are reasonably similar, ask your academic advisor if they agree. If so, move forward with submitting your *Petition for Pre-USD Transfer Course Credit*.

### COMPLETING AND SUBMITTING THE *PETITION FOR PRE-USD TRANSFER COURSE CREDIT*

You are responsible for filling out Section 1, in consultation with your advisor, and providing a syllabus (course outline) listing the student learning outcomes for the course. To complete Section 1, you will need to enter your catalog year and official major(s), major concentration and/or minor(s). This information can be found in your Degree Works as illustrated below.

Student View A0003nrT as of 06/04/2019 at 14:40					
Student		College	College of Arts & Sciences	Catalog Year	2018-2019
ID		Degree	Bachelor of Arts	Earned Hours	70.00
Classification	Junior	Major	Sociology	Graduation Date	UG/ BA-SOCI:
Level	Undergraduate	Concentration	Law, Crime & Justice Studies	Transcript GPA	2.86
Advisor		Minor	Marketing		

If you do not have a copy of a syllabus (course outline) with learning outcomes for the course, reach out to the instructor of the course to request one. Alternatively, you could contact the department of the university where you took the course to request a syllabus if you are unable to get in contact with the original instructor.

Submit your *Petition for Pre-USD Transfer Course Credit* and a syllabus (course outline) for the course to your advisor and request their signature to complete Section 1. Their signature indicates they approve of your *Petition for Pre-USD Transfer Course Credit* moving forward.

When Section 1 is complete, your academic advisor will forward your *Petition for Pre-USD Transfer Course Credit* for review to the Department Chair or Program Director most closely associated with the subject of the course. It is possible your form will need to be forwarded on by the Department Chair or Program Director after their evaluation for an additional review by a Core Area Representative before an outcome is determined if you requested the course be reviewed for both core curriculum and major/minor credit.

### LEARNING THE OUTCOME OF YOUR *PETITION FOR PRE-USD TRANSFER COURSE CREDIT*

You and your academic advisor will receive an email (sent to your USD email address) from the Office of the Registrar with the outcome of the evaluation of your *Petition for Pre-USD Transfer Course Credit* once complete.

If it has been more than two weeks and you have not received an email from the Office of the Registrar, you may want to follow up with your academic advisor to confirm your form was forwarded to the Department Chair or Program Director as planned or check in with the Office of the Registrar to inquire about the status of your *Petition for Pre-USD Transfer Course Credit*. Note that during the few weeks around the start of each semester, there is a higher volume of *Petitions for Pre-USD Transfer Course Credit* being submitted which can result in longer processing times.