



## PETITION FOR PRE-USD TRANSFER COURSE CREDIT

Use this form to request additional evaluation of a course you completed at another university before you began taking courses at USD and that you are currently receiving elective credit for to see if it may fulfill a core curriculum, major and/or minor requirement. Refer to the Companion Guide for this petition for additional directions and guidance on when and how to use this form most successfully.

**SECTION 1: STUDENT AND TRANSFERRED COURSE INFORMATION – To be completed by Student and Advisor.**

Student First and Last Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ Catalog Year (e.g. 2019-2020) \_\_\_\_\_

Major(s), and if applicable, Concentration or Pathway \_\_\_\_\_ Minor(s) \_\_\_\_\_

Email Address \_\_\_\_\_@sandiego.edu Phone Number \_\_\_\_\_

Term Taken <i>(e.g. Fall 2017)</i>	Subject & Course # <i>(e.g. SOC 336)</i>	Course Title <i>(e.g. Race, Ethnicity and Inequality)</i>	# and System of Units <i>(e.g. 3; <input checked="" type="checkbox"/> Semester)</i>
			<input type="checkbox"/> Quarter <input type="checkbox"/> Semester
Name of Institution <i>(e.g. Phoenix College)</i>			
City, State and Country of Institution <i>(e.g. Phoenix, AZ, USA)</i>			

I am petitioning this course be evaluated to satisfy requirements for:

- Core Curriculum
- Major or Minor
- Both Major or Minor and Core Curriculum

Describe which specific requirements you hope this course will fulfill *(e.g. My Domestic Diversity core requirement and upper-division Sociology requirement for my major):*

I understand a syllabus (course outline) clearly listing the learning outcomes for this course is required for evaluation. It is attached.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Advisor: Please route form to Department Chair/Program Director most closely associated with the subject of the course.*

**SECTION 2: EVALUATION OF TRANSFERRED COURSE – To be completed by Department Chair/Program Director.**  
 Select one of the following three options regarding how this course will transfer to USD. Then select how evaluation should be applied.

**1.  EQUIVALENT TO USD COURSE**

This course transfers to USD as fully equivalent, meaning this course carries all the same core attributes and fulfills all the same core, major and/or minor requirements as *(e.g. SOCI 303 Race and Ethnic Relations - carries ESBI and FDD2 attributes):*

\_\_\_\_\_  
 Subject Code    Course Number    USD Course Title

**2.  NOT EQUIVALENT TO USD COURSE AND DOES NOT SATISFY CORE, MAJOR, OR MINOR REQUIREMENTS**

This course does not fulfill a requirement for any major, minor or program in my department and transfers as general elective credit to USD as:

- ELCT 291 Transfer Course (Lower-division)
- ELCT 391 Transfer Course (Upper-division)

Comments to be communicated to student if elective credit awarded:

**3.  NOT EQUIVALENT TO USD COURSE, BUT IS SIMILAR TO A USD COURSE AND/OR WILL SATISFY USD REQUIREMENTS**

This course fulfills major, minor and/or elective requirements based on topics covered, but is not fully equivalent to a USD course (e.g. is similar to a USD course, but does not carry the same core attributes as the USD course or this course topic is not offered at USD but generally content would fall within my department/program). This course transfers as:

\_\_\_\_\_  291 Transfer Course (Lower-division)  
 Subject Code  391 Transfer Course (Upper-division)

If this course is similar to a USD course, select which core attributes the **similar USD course has already been approved for that this course also carries** (e.g. similar USD course SOCI 303 carries ESBI and FDD2, so could select ESBI or FDD2 or neither, but could not select EHSI as SOCI 303 has not been approved to carry EHSI):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> CADW - Advanced Writing           | <input type="checkbox"/> EHSI - Historical Inquiry                   | <input type="checkbox"/> FDG2 - Global Diversity Level 2  |
| <input type="checkbox"/> CFYW - First-Year Writing         | <input type="checkbox"/> ELTI - Literary Inquiry                     | <input type="checkbox"/> FETI - Ethical Inquiry   |
| <input type="checkbox"/> CMRP - Mathematical Reasoning     | <input type="checkbox"/> ESBI - Social and Behavioral Inquiry        | <input type="checkbox"/> FPHI - Philosophical Inquiry   |
| <input type="checkbox"/> CORL - Oral Communication         | <input type="checkbox"/> ESTI - Scientific and Technological Inquiry | <input type="checkbox"/> FTREI - Theological and Religious Inquiry  |
| <input type="checkbox"/> CQUR - Quantitative Reasoning     | <input type="checkbox"/> FDD1 - Domestic Diversity Level 1           | <input type="checkbox"/> This course carries <u>no</u> core attributes.   |
| <input type="checkbox"/> CSLA - Second Language Competency | <input type="checkbox"/> FDD2 - Domestic Diversity Level 2           | <i>NOTE: CINL - First Year Integration and CINT - Advanced Integration cannot be fulfilled by transferred courses so are not listed here.</i> |
| <input type="checkbox"/> EARI - Artistic Inquiry           | <input type="checkbox"/> FDG1 - Global Diversity Level 1             |   |

If you believe this course **might carry different or additional core attribute(s)**, please route this form to the appropriate Core Area Representative (CAR) for review once your evaluation is complete. Visit [www.sandiego.edu/curriculum/core](http://www.sandiego.edu/curriculum/core) to view CARs.

**APPLICATION OF EVALUATION OUTCOME – To be completed by Department Chair/Program Director.**

Apply to:  All students.  Students completing course before they began taking courses at USD.  This student only.

Optional:  This 291/391 Transfer Course can substitute for the following requirement as indicated below for **this student only** (e.g. *Fulfills Race and Ethnic Relations requirement in place of SOCI 303/314 for major*):

Notes or additional comments:

Department Chair/Program Director Name (Print)	Department Chair/Program Director Signature	Date
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*Please route to the appropriate (CAR) for additional review if relevant. Otherwise, submit to:  
 Transfer Analyst, Office of the Registrar, Founders Hall 117A.*

**SECTION 3: EVALUATION OF TRANSFERRED COURSE FOR CORE ATTRIBUTES – To be completed by Core Area Representatives (CARs).**

This course carries core attributes and fulfills core requirements based on learning outcomes as indicated below:

1. \_\_\_\_\_  Carries attribute.  Does not carry attribute. *Optional:*  Apply to this student only.  
 Core Attribute Code

Core Area Representative Name (Print)	Core Area Representative Signature	Date
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2. \_\_\_\_\_  Carries attribute.  Does not carry attribute. *Optional:*  Apply to this student only.  
 Core Attribute Code

Core Area Representative Name (Print)	Core Area Representative Signature	Date
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Comments to be communicated to student if attribute not awarded:

*Please route to the appropriate CAR for additional review if relevant. Visit [www.sandiego.edu/curriculum/core](http://www.sandiego.edu/curriculum/core) to view CARs. When CAR(s) evaluation complete, submit to: Transfer Analyst, Office of the Registrar, Founders Hall 117A.*