Complete the appropriate section(s).

**TRANSFER CREDIT**  Authorize the use of transfer units toward a Pacific degree program.

<table>
<thead>
<tr>
<th>Transfer Institution</th>
<th>Course subject and number</th>
<th>Sem. Units</th>
<th>Course Title</th>
<th>Year and term taken</th>
<th>Pacific articulated course (e.g. BIOL 011, MATH TLD, GE Area, Advanced MATH course)</th>
<th>Sem. units / content granted</th>
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**SUBSTITUTE** a required course with another Pacific course. (Please enter basis for exemption below.)

<table>
<thead>
<tr>
<th>Regular course subject and number</th>
<th>Sem. Units</th>
<th>Substitute course subject and number</th>
<th>Major / Minor where course is to be used</th>
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</thead>
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</table>

Comments / Rationale (Basis for exemption or substitution)

STUDENT AUTHORIZATION (if required):

► Signature __________________________ Date: ____________________

FACULTY AUTHORIZATION

► Signature __________________________ Staff member (print) __________________________ Dept: ________ Date __________ □ Approved □ Denied

DEPARTMENTAL CHAIR / PROGRAM DIRECTOR AUTHORIZATION

► Signature __________________________ Staff member (print) __________________________ Dept: ________ Date __________ □ Approved □ Denied

DIVERSITY (if applicable):

► Signature __________________________ Staff member (print) __________________________ Dept: ________ Date __________ □ Approved □ Denied

GENERAL EDUCATION (if applicable):

► Signature __________________________ Staff member (print) __________________________ Dept: ________ Date __________ □ Approved □ Denied

DEAN OR DESIGNEE

► Signature __________________________ Staff member (print) __________________________ Dept: ________ Date __________ □ Approved □ Denied

Last revised 12/2/2016
INSTRUCTION GUIDELINES

SUBSTITUTE a regular course requirement with a different Pacific course or elective.

Used when a student is granted permission to substitute one course with another, whether or not the two courses are equivalent in content.

TRANSFER UNITS – Authorize the use of transfer units toward a Pacific degree program.

Transfer credit would be assigned when a course taken at another institution is deemed appropriate units towards a student’s current Pacific program. Transfer units or course content can be given as generic units (e.g., TRAN TLD/TUD/TGR)* or as equivalent to a specific Pacific subject (e.g., ENGL/EADM) or as a specific Pacific subject at a specific level (e.g., ENGL TLD/TUD/TGR) or a specific Pacific course (e.g., HIST 051/PCSP 201). For example, the Delta course MATH 001 is comparable to Pacific course MATH 051.

If a transfer course falls in your department and should always be accepted the same way for all students, then contact the Articulation Specialist in the Office of the Registrar instead of using this form.

*Note: When entering transfer units, the more detailed the course information the better for use by Degree Evaluation. TLD (Transfer Lower Division) or TUD (Transfer Upper Division) or TGR (Transfer Graduate) will fall into the Electives Area of the Degree Evaluation unless the transfer units have been assigned an attribute, and the area in question has that attribute associated with it or a substitution has been listed.

*Note: Graduate students are limited to transferring 6 semester units, see Graduate Transfer Policy for additional information.

Last revised 12/2/2016