UNARTICULATED 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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WAIVE a student from a course requirement (no units given).
Note: The student may have to take other units to meet the minimum required units to graduate.
(Please enter basis for exemption below.)

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<tr>
<th>Course subject and number</th>
<th>Sem. Units</th>
<th>Major / Minor from which course requirement should be waived (or area/group)</th>
<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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SUBSTITUTE a required course with another Pacific course.
(Please enter basis for exemption below.)

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 AUTHORIZATION
► 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
INSTRUCTION GUIDELINES

WAIVE a student from a course requirement (no units given).

Example: On the basis of a student's background it is decided that a student should be waived from a course and SHOULD NOT have to replace it with a specified course. In this case, the student would replace the exempted course with an elective.

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 (TRAN TLD or TRAN TUD)* or as equivalent to a specific Pacific subject (e.g., ENGL TLD) or as a specific Pacific subject at a specific level (e.g., ENGL TLD) or a specific Pacific course (e.g., HIST 051). 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. TRAN TLD (Transfer Lower Division) or TUD (Transfer Upper Division) 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.