



Office of the Registrar
University of the Pacific
3601 Pacific Ave
Stockton, CA 95211
registrar@pacific.edu

**DEGREE REQUIREMENT ADJUSTMENT
AND/OR TRANSFER CREDIT FORM**
(See back for details and instructions)

Student Name (print): _____ University ID Number: _____
Degree and Major(s): _____ Email: _____@u.pacific.edu

Complete the appropriate section(s)

TRANSFER CREDIT Authorize the use of transfer units toward a Pacific degree program.						
Transfer Institution	Course subject and number	Sem. Units	Course Title	Year and term taken	Pacific articulated course (e.g. BIOL 011, MATH TLD, GE Area, Advanced MATH course)	Sem. units / content granted

SUBSTITUTE a required course with another Pacific course. (Please enter basis for exemption below.)			
Regular course subject and number	Sem. Units	Substitute course subject and number	Major / Minor where course is to be used

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

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.