Overview:

Requests to approve transfer credit now use a set of workflows instead of a paper form. The process begins with the student performing a search using the “Transfer Equivalencies Search by…” links in the Registration Links channel on the My Academics page of the MySanDiego portal.

Two possible workflows may be initiated:

Request ‘Transfer Credit Petition’ for approval of a previously articulated transfer course

Or

Request ‘Transfer Class Articulation’ for review and approval for an external course not currently approved for transfer credit.

The Search links will allow you to search for existing articulated courses and if it exists, you can request approval from your Advisor for the course using the new workflow process. If you do not find an existing articulation for the course you would like to take you can use the ‘Transfer of Credit Form’ link in the search page to request a new articulation. Please remember that you new articulations must be approved by both your Advisor and the Departement Chair responsible for the USD course for which you are requesting an equivalency be created.
Transfer Credit Petition:

After using one of the search utilities to find a current articulation, click the ‘Request Approval link next to the course.

Complete the ‘Transfer Credit Petition’ webpage indicating when you will take the course, that you have read the policies regarding transfer credit, and click submit. A workflow will be started and you will receive a confirmation e-mail of your submission. Any comments entered will be forwarded to your advisor.
Your request will be set you your primary advisor for review. Your advisor may want to meet with you to discuss the reasons for your taking this course prior to their decision regarding the petition. You will be sent an e-mail confirming your advisor’s decision.

REMEMBER: You must have an official transcript from the external institution sent to the USD Registrar’s office after completing the class before the transfer credit can be added to your academic record.

Transfer Class Articulation:

In the case where an equivalent articulation for a class from an external institution is not found using the search tools, you can request a new articulation be established by clicking the ‘Transfer of Credit Form’ link in the search page:

This will open the ‘Transfer Class Articulation’ page. You must enter:

The name of the School where the course will be taken
The location (that school’s main campus or a remote campus)
The Subject code, course number and Title of the course as it appears in the external institution catalog
The type of term (Semester or Quarter)
The number of credits of the course
The method of instruction (Class room or Online/remote)
The a description of the course and/or the URL for the Schools online catalog if available
The dates the course will be taken
Any comments that you feel will be helpful in assisting your advisor in the evaluation of this course for transfer credit.

You may also suggest the USD course which you would like the transfer course to be equivalent to. Note, this is only your suggestion and not a guarantee that this will be the result.

Click the box to indicate that you understand the USD Transfer policies, and then click the Submit button.

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### Transfer Class Articulation

**PRIOR to enrolling in a course off-campus this form must be submitted and approved.**

#### Transferring Institution

<table>
<thead>
<tr>
<th>Institution Name:</th>
<th>University of Arizona</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>ACCT</td>
</tr>
<tr>
<td>Course #:</td>
<td>201</td>
</tr>
<tr>
<td>Title:</td>
<td>Intro to Financial Accounting</td>
</tr>
<tr>
<td>Academic Term System:</td>
<td>Quarter  ✔️  Semester</td>
</tr>
<tr>
<td>Number of Units/Credits:</td>
<td>≥ 3 credits</td>
</tr>
<tr>
<td>Course Format:</td>
<td>Classroom  ✔️  Online</td>
</tr>
</tbody>
</table>

#### Suggested USD Equivalent

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #:</td>
<td>201</td>
</tr>
</tbody>
</table>

#### Description of Course (Include URL of course in catalog if possible):

[https://arrows.schedule.arizona.edu/paw/coursesci/1UL/CATALOG/HMND/0/ESTABLISH_COURSES.SRS_REQUESTS.Catalog.xml](https://arrows.schedule.arizona.edu/paw/coursesci/1UL/CATALOG/HMND/0/ESTABLISH_COURSES.SRS_REQUESTS.Catalog.xml)

#### Date course will be taken:

- Start: 06/09/2015 (mm/dd/yyyy)
- End: 06/29/2015 (mm/dd/yyyy)

#### Comments:

I believe that this is equivalent to our ACCT 201

Upon submission of this form, I certify the following:

- I have consulted the USD Undergraduate Catalog. The above course, together with other courses in which I enroll, will not exceed this semester or session unit limit acceptable to USD.
- I understand USD's residency requirement policy as stated in the Catalog.
- I understand that I must achieve, at minimum, a grade of C- for this course to transfer.

☑️ I, Christian Rapp, by checking this box verify that I have read and understand the above information.

[Submit button]
You will receive an e-mail confirming your submission, the details will be sent to your advisor for consideration. If your Advisor approves (you will receive e-mail notification of their decision), your request will be forwarded to the appropriate Department Chair for final consideration. You will be informed by e-mail when the Department Chair completes their evaluation.

REMEMBER: You must have an official transcript from the external institution sent to the USD Registrar’s office after completing the class before the transfer credit can be added to your academic record.