

Petition for Transfer Credit

Portland State University, School of Business Administration,
Student Services, PO Box 751, Portland, OR 97207

DATE _____ SSN _____

NAME _____

DAY PHONE _____ EVENING PHONE _____

ADDRESS _____
(street) (city) (state) (zip)

ADMITTED TO SBA: YES NO DEGREE LEVEL: UG POST-BAC GR

◆◆◆◆◆

I request that the course _____ taken at _____
(transfer course name & number, ex. Mktg 430) (college or university name)
be considered for transfer credit.

I took the course in _____ and received a grade of _____
(ex:F94) (A to B- only for grad, A to C- for ug,pb)

for _____ I petition that it is equivalent of _____
(# of hours) (quarter or semester) (PSU course #)

Please attach:

1. A copy of the course description from the transferring university's catalog.
2. The course syllabus or course outline/description from the professor, including the name of the textbook(s) used, names of authors and edition of textbook.
3. Proof of course completion with sufficient grade (transcript, grade report, transfer evaluation).

- ◆ The student is responsible for any additional material covered in the Portland State University course that may be a prerequisite to other courses at the University.
- ◆ Waived undergraduate courses will not reduce the minimum number of credits required. Please see SBA Section of 'PSU Bulletin'. Waived graduate level courses will reduce the number of credits required to fulfill the program requirements.
- ◆ The Office of Graduate Studies must give final approval of graduate transfer petitions (this may take several weeks).

STUDENT SIGNATURE _____ **DATE** _____

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Accepted as equivalent of _____

Not equivalent but waives _____

The transfer will be counted as: BA UDEL BA LDEL no business credit

Petition denied _____

DECISION BY _____ **DATE** _____

Approved for this student only New equivalency applicable to all students