

# Petition for Transfer Credit

Portland State University, School of Business Administration,  
Undergraduate Programs Office, PO Box 751, Portland, OR 97207

DATE \_\_\_\_\_ PSU Student ID \_\_\_\_\_

NAME \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(street) (city) (state) (zip)

ADMITTED TO SBA: YES NO DEGREE LEVEL: Undergraduate POST-BAC

MAJOR: \_\_\_\_\_ Catalog Year (First year you started college in the US, after High School): \_\_\_\_\_

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: Fall 94) (A to C- for undergraduate ,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'.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Below Space for Office Use Only

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