

Transfer Course Equivalency Petition

Please note: After completing the top portion of this form, leave it at the appropriate academic department office. The department representative will complete the form and return it to the Admissions Office within one week. The Admissions Office staff will send an e-mail to your ONID account to notify you of the decision regarding transfer equivalency.

If you have not been notified of a decision within 2 weeks of submitting the form to the department office, contact the admissions office via e-mail to: Karen.Such@oregonstate.edu

To be completed by the student:

Student's Name _____

ID # _____ Phone _____ ONID E-mail _____ @onid.orst.edu

Address _____
Street City State Zip

Name, city and state of Transfer Institution/School _____

URL address of Transfer Institution/School _____

Transfer Request:

Dept. _____ Course No. _____ Title _____

To be completed by the faculty member or advisor:

Request **Approved** and **OSU Equivalent**:

Dept. _____ Course No. _____ Title _____

Fulfills the Baccalaureate Core requirement of: _____

OR

Request **Disapproved**:

Reason: _____

Authorized by: _____
Signature of Chair of Dept. offering course *Printed Name*

(Head advisors may sign if permitted by the department offering the course.)

The person who approves or disapproves this request will return the completed form to:
Office of Admissions, 104 Kerr Administration Building

INFORMATION AND INSTRUCTIONS FOR UNIVERSITY TRANSFER EQUIVALENCY

The Office of Admission, with the assistance of the academic units, determines the transferability of course work completed at other institutions and the articulation to equivalent OSU courses. The request for University transfer equivalency provides an opportunity for the student and/or academic unit to identify articulation for a transfer course.

Procedures

Student:

- 1) Complete the **student section** on the reverse side of this form. Once a decision is made we will notify you by email.
- 2) Prepare a packet for the department offering the OSU course you believe is equivalent to your transfer course. The packet should consist of this form, the appropriate college catalog, syllabus, textbook and anything you feel would be helpful in reviewing your request.

The department will complete the bottom portion of this form and return it to the Office of Admissions.

The Office of Admissions will notify you via e-mail (to your ONID account) when the evaluation is completed and will also notify the academic department.

If you will need your petition material back, wait until you have received information that a decision has been made, then call the office that reviewed your petition to make arrangements to pick up your packet.

Academic Department Representatives:

- 1) Please complete the bottom portion of this form.
- 2) Your recommendation for this course articulation will affect *all* entering students who present this course for transfer. Once articulated, it should not be revised at a later time without substantive reason.
- 3) If you have questions regarding this process, please call the Office of Admissions at (541) 737-4411 or Karen Such at (541) 737-2499, or send an E-mail to: Karen.Such@oregonstate.edu

Please return the form to the Office of Admissions within one week.