

Petition for Transfer Credit

Portland State University, School of Business Administration,
Undergraduate Programs Office, Room 240, PO Box 751, Portland, OR 97207
Phone: (503) 725-3712 Fax (503) 725-5740
(2-3 week return time on this Petition)

DATE _____ PSU Student ID _____

NAME _____

PHONE _____ EMAIL ADDRESS _____

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

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

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 03) (A to C- for undergraduate, PB)

for _____ I petition that it is equivalent of _____
(# of hours) (quarter or semester) (PSU course #- e.g. MKTG 430)

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). DARS report preferred.

- ◆ 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