



**Office of the Registrar**  
 University of the Pacific  
 3601 Pacific Ave  
 Stockton, CA 95211  
 registrar@pacific.edu

**DEGREE REQUIREMENT ADJUSTMENT  
 AND/OR TRANSFER CREDIT FORM**  
 (See back for details and instructions)

Student Name (print): \_\_\_\_\_ University ID Number: \_\_\_\_\_  
 Degree and Major(s): \_\_\_\_\_ Email \_\_\_\_\_@u.pacific.edu

Complete the appropriate section(s)

TRANSFER CREDIT Authorize the use of transfer units toward a Pacific degree program.						
Transfer Institution	Course subject and number	Sem. Units	Course Title	Year and term taken	Pacific articulated course (e.g. BIOL 011, MATH TLD, GE Area, Advanced MATH course)	Sem. units / content granted

SUBSTITUTE a required course with another Pacific course. (Please enter basis for exemption below.)			
Regular course subject and number	Sem. Units	Substitute course subject and number	Major / Minor where course is to be used

Comments / Rationale (Basis for exemption or substitution)

**STUDENT AUTHORIZATION (if required):**

▶ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY AUTHORIZATION**

▶ Signature \_\_\_\_\_ Staff member (print) \_\_\_\_\_ Dept: \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied

**DEPARTMENTAL CHAIR / PROGRAM DIRECTOR AUTHORIZATION**

▶ Signature \_\_\_\_\_ Staff member (print) \_\_\_\_\_ Dept: \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied

**DIVERSITY (if applicable):**

▶ Signature \_\_\_\_\_ Staff member (print) \_\_\_\_\_ Dept: \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied

**GENERAL EDUCATION (if applicable):**

▶ Signature \_\_\_\_\_ Staff member (print) \_\_\_\_\_ Dept: \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied

**DEAN OR DESIGNEE**

▶ Signature \_\_\_\_\_ Staff member (print) \_\_\_\_\_ Dept: \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied

# INSTRUCTION GUIDELINES

## **SUBSTITUTE a regular course requirement with a different Pacific course or elective.**

Used when a student is granted permission to substitute one course with another, whether or not the two courses are equivalent in content.

## **TRANSFER UNITS – Authorize the use of transfer units toward a Pacific degree program.**

Transfer credit would be assigned when a course taken at another institution is deemed appropriate units towards a student's current Pacific program. Transfer units or course content can be given as generic units (e.g. **TRAN** TLD/TUD/TGR)\* or as equivalent to a specific Pacific subject (e.g., ENGL/EADM) or as a specific Pacific subject at a specific level (e.g., ENGL **TLD/TUD/TGR**) or a specific Pacific course (e.g., HIST 051/PCSP 201). For example, the Delta course MATH 001 is comparable to Pacific course MATH 051.

If a transfer course falls in your department and should always be accepted the same way for all students, then contact the Articulation Specialist in the Office of the Registrar instead of using this form.

\*Note: When entering transfer units, the more detailed the course information the better for use by Degree Evaluation. TLD (Transfer Lower Division) or TUD (Transfer Upper Division) or TGR (Transfer Graduate) will fall into the Electives Area of the Degree Evaluation unless the transfer units have been assigned an attribute, and the area in question has that attribute associated with it or a substitution has been listed.

\*Note: Graduate students are limited to transferring 6 semester units, see Graduate Transfer Policy for additional information.