

**Office of the Registrar**

University of the Pacific
3601 Pacific Ave
Stockton, CA 95211

TRANSFER COURSE APPROVAL REQUEST

For current undergraduate students only

INSTRUCTIONS:

- Complete PART A and submit the form to the Office of the Registrar **prior** to enrolling in any course at another institution and at least **three weeks** before the registration deadline. Complete one form per transfer institution.
- If you plan to enroll at another institution while you are also registered at Pacific, and this will cause an overload for the term, this form will be forwarded to your Dean's office for approval (see PART B).
- An email confirmation will be sent to you once the course is reviewed for transfer and has been verified by the Evaluator for the Office of the Registrar.
- Upon completion of the approved courses, have the institution you attended mail an official transcript to:
Office of Admission, University of the Pacific, 3601 Pacific Ave, Stockton, CA 95211

University ID: _____ Phone Number: (_____) _____ Pacific Email: _____@u.pacific.edu
Area code

Student Legal Name: _____ Do you receive VA Benefits? ☐ Yes ☐ No
Last First Middle

College or School of major: _____ Major or Program: _____

Class Level: ☐ FR ☐ SO ☐ JR ☐ SR ☐ Unclassified Current Term: Fall _____ Spring _____ Summer _____
Fill in Year Year Year Year

Looking to Satisfy (check all that apply): ☐ GE ☐ Diversity Requirement ☐ Major ☐ Minor ☐ Elective Units

► **Student Signature:** _____ **Date:** _____

PART A

List the course(s) you plan to take at another institution. Units are granted in chronological order of when courses were taken. Once you accumulate 70 units from all schools, including Pacific, additional *community college* courses will satisfy content requirements only and will not apply to the minimum units required for graduation. Once a student has reached 40 units less than what is required for his/her degree, only 8 more units may be accepted from a four year institution. Additional community college or four year institution courses will satisfy content requirements only and will not apply to the total units for graduation. Satisfaction of content requirements means that the Pacific requirement will be met upon successful completion of the transfer course but units will not transfer. **The minimum grade accepted is C.**

School at which you plan to enroll: _____
Attach English course descriptions if the school is international.

Transfer Subj./No.	Course Title	Units
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are these courses repeats of courses you have previously taken? ☐ Yes ☐ No

City and state in which school is located: _____
Attach English course descriptions if the school is international.

Total units you plan to take at this school: _____

Year/Term you plan to enroll: _____

Will you also be enrolled at University of the Pacific this semester? ☐ Yes ☐ No
If yes, how many **total** units (Pacific and other institutions) will you take? _____
(The Registrar will forward this form to your Dean's Office for review and decision in part B below)

TRANSFER KEY

TLD = Transfer Lower Division, TUD = Transfer Upper Division, XXX = Not Transferable

REGISTRAR OFFICE USE ONLY

With current registration status, student will have:
_____ total units after _____ semester.

The course(s) listed on this form will transfer as:

_____ units OR
_____ units plus content requirements satisfied OR
_____ content requirement satisfied

Equivalent Pacific Course	Major or Gen. Elective	Diversity Course (yes/no)	# of Sem. Units	Min. Grade Accepted
				C
				C
				C

► _____
Signature, Evaluator Date

Evaluator Comments:**PART B – FOR DEAN'S OFFICE USE ONLY**

Academic overloads must be approved.

Overload Approved: ☐ Yes ☐ No ► **Dean Signature:** _____ **Date:** _____

PART C – FOR PRE-PHARMACY USE ONLY

☐ Approved ☐ Denied ► **Program Director Signature:** _____ **Date:** _____