

Directions: Please read the following policies that govern our course transfer and substitution of units process. Attach either a syllabus or a catalog description of the course you want to transfer or substitute and return this form to OneStop.

1. Students must complete at least 64 units, including their last 28 units worth of requirements (units or courses), in residence at Seaver College and may transfer in no more than 12 units from another school after initial enrollment. A minimum of 24 upper-division units in the major must be completed in residence at Seaver College. The Humanities and Religion sequences must also be completed in residence after initial enrollment.
2. Pepperdine University will not accept courses earned at a two-year college after the student has earned a total of 64 units for all college work, including work completed at Seaver College.
3. Prior written approval must be obtained from the Academic Advising Center for transfer courses to satisfy general education or major requirements. Please attach a complete catalog description or syllabus for the course to this form. The student is responsible for submitting copies of all materials to OneStop and should retain copies of all correspondence. Students may not concurrently enroll at Seaver College and another academic institution for the purposes of transferring credits. All approved courses must be completed during the term for which they were approved.
4. Credit received on a basis other than the semester unit will be converted to semester units by multiplying the quarter unit by  $\frac{2}{3}$ . Transfer courses taken at another institution for lower-division units will transfer to Pepperdine as lower-division units ONLY, even if the Pepperdine equivalent course is upper-division.
5. Seaver College will not grant credit for remedial or personal development courses.
6. Seaver College grants credit for all transferable courses completed with a grade of "C" (2.0) or higher at other regionally accredited colleges. Grades will not be calculated into the student's cumulative GPA but will be included in the unit totals.
7. Courses taken to satisfy Major, Minor, or General Education requirements must be taken for a letter grade.

**Student Information**

Name		ID#
Campus Box #	Phone #	Units Completed to Date:

**Course to transfer/substitute**

Name of Institution:			
Course #	Course Title	Anticipated Term of Completion	Unit Value:
<input type="checkbox"/> Semester Units <input type="checkbox"/> Quarter Units	Lower Division Upper Division	Online Class	Course Completed To Be Completed

**Pepperdine course to which this would apply**

Course #	Course Title
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**Student Signature**

I affirm that I read and understand the policies governing this request and that the information provided is true and accurate. I agree to abide by all university policies and procedures as described in all applicable university catalogs, schedules, handbooks, and/or brochures.

Signature	Date
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**Approval**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By:	Date
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Please consult the latest Seaver College catalog (<http://seaver.pepperdine.edu/academics/catalog/>) for a detailed description of these policies.

**Comments**