



Transfer Credit Articulation Request

Name	SUSLA ID#
Preferred Phone Number	Preferred Email

Per SUSLA’s transfer policy, articulation of transfer credits will only be conducted for students who have chosen to have curriculum-related transfer coursework transferred to SUSLA. The articulation will be conducted within 30 business days after receipt of degree plan prepared by your department, and enrollment has occurred.

Only courses that are applicable toward your selected degree or certificate program will be considered for transfer. Once applied, transfer credits from a previous curriculum will not be removed if you later change your major. **Financial aid recipients should consult a financial aid counselor regarding the impact of transfer credit on aid eligibility prior to submission of this form.**

Credit cannot be awarded under the following conditions:

- From unofficial transcripts. All transcripts must be received before articulation can be performed. Transfer coursework from one institution cannot be articulated from another institution’s transcript.
- A grade below ‘C’ has been earned or no grade has been assigned by the transfer institution. Grades below “C” that are applicable toward your degree will be articulate but no credit awarded.
- Courses over 10 years old in the subjects of Math and the Natural or Physical sciences for students in the Pre-Allied Health-Nursing and Nursing programs.
- Courses over 5 years old in Computer Science or Information Technology for students in the Information Technology and Information Systems programs.
- Credit was granted by the transfer institution through submission of AP,IB, or CLEP scores.
- Upper-level or graduate courses (300+ level) with content that is not similar to courses offered through SUSLA.
- Courses with developmental content (below 100 level).
- Foreign coursework that has not been officially evaluated by a credential evaluation agency.
- The transfer institution is not regionally accredited or did not possess regional accreditation during period of enrollment. (Appeals may be made through submission of course syllabi to the appropriate Academic Dean)
- A financial debt is owed by the student to the transfer institution and an official transcript cannot be obtained.

I acknowledge that I have read and understand the stated instructions and policies regarding transfer credits.

- I choose to include my transfer coursework in accordance with SUSLA’s transfer articulation policy. My degree plan prepared by my department is attached.
- I **do not** wish to include my transfer coursework.

Signature

Date