



## TRANSFER CREDIT PETITION FOR DIRECT ARTICULATION

This petition form is for students requesting a transfer course to be evaluated against a specific OSU course. Requests for transfer credit petition for Baccalaureate Core categories must use Transfer Credit Petition for Baccalaureate Core. After completing the top portion of the form, take this document and applicable documentation to the OSU department offering the course. Upon review of the petition, the OSU department will forward their decision to the Office of Admissions. See page two for further instructions.

### STUDENT INFORMATION

**Student Name** \_\_\_\_\_ **OSU ID** \_\_\_\_\_  
Last First Middle

### TRANSFER COURSE INFORMATION (course you are submitting for direct articulation)

Subject and course number	Course Title
Full name of Institution (do not abbreviate)	Location of institution (City, State)

### OSU COURSE INFORMATION (course you are requesting as direct articulation)

Subject and course number	Course Title

### RATIONALE

Provide a brief rationale the supports your petition requesting this transfer course to directly articulate to the OSU course.

### OSU DEPARTMENT

This section is to be completed by department chair or proxy if permitted by the chair of the department offering the course.

**Request approved**      **Request not approved**

**Reason if not approved:**

**Authorized by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Signature of department chair      Printed name

FOR OFFICE USE ONLY – Admissions Reference	Date:	Notes
Completed <input type="checkbox"/> Not Completed <input type="checkbox"/>		

## INFORMATION AND INSTRUCTIONS TRANSFER CREDIT PETITION FOR DIRECT ARTICULATION

The Office of Admissions, in coordination with academic units, determines the transferability of course work completed at other institutions, and the articulation to equivalent OSU courses. The Transfer Credit Petition for Direct Articulations provides an opportunity for the student and/or academic unit to identify articulation for a transfer course.

This petition is requesting an evaluation for a **direct articulation** (e.g. updating ART LDT to ART 101).

If you are requesting a transfer course satisfy a Bacc Core category, please use the [Transfer Course Petition for Baccalaureate Core](#) (located at [coreeducation.oregonstate.edu](http://coreeducation.oregonstate.edu)). Please be aware that directly articulated courses cannot be petitioned for Bacc Core, only transfer courses (those with LDT, UDT or similar course numbers).

Please work with primary academic advisors for requesting course substitutions for major/minor requirements.

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### PROCEDURES

#### **Student:**

1. Complete the top section on page one of this petition form.
2. Prepare a packet for the department offering the OSU course you believe is a direct articulation to your transfer course. The packet should consist of this form, information from the appropriate transfer institution catalog, course syllabus (include a course calendar outlining content covered each week), textbook, and anything you feel would be helpful in reviewing your request.
3. Provide the packet and completed form to the department offering the OSU course.

#### **Department chair:**

1. Complete the bottom section on page one of this petition form.
2. Your recommendation for this course articulation will affect all future students who present this course for transfer. Once articulated, it should not be revised at a later time without substantive reason.
3. Please review and forward completed page one of this petition form, inclusive of your decision, within one week to [transferbeavs@oregonstate.edu](mailto:transferbeavs@oregonstate.edu)

If you have questions regarding this process, email [transferbeavs@oregonstate.edu](mailto:transferbeavs@oregonstate.edu)