



University of Puget Sound Transfer Evaluation Request

Purpose: This form is used to determine if courses taken at another U.S. college or university are applicable to the Puget Sound degree.

Instructions: Complete Sections I-III below. Please submit a separate form for each college you may attend. Email the form(s) to the Office of the Registrar (registrar@pugetsound.edu).

BE ADVISED: University core, upper-division and language graduation requirements cannot be satisfied by online courses. Students may not concurrently enroll in courses at another school while taking Puget Sound courses. To do so requires a petition to the faculty's Academic Standards Committee.

I. Student Personal Information

Student Name:	<input type="text"/>	Major(s):	<input type="text"/>
UPSID:	<input type="text"/>	Minor(s) or Emphasis:	<input type="text"/>
UPS Email:	<input type="text"/>	Faculty Advisor(s):	<input type="text"/>
Cell Phone:	<input type="text"/>		

II. Transfer School Information

Term & Year of study:	<input type="text"/>	Dates of Study:	<input type="text"/>
Name of College/University:	<input type="text"/>		
City, State of College/University:	<input type="text"/>		

III. Proposed Transfer Coursework

IV. Transfer Determination

	<u>Department Code, Course Number & Course Title</u> <i>Indicate online courses with asterisk (*).</i>	<u># Credits Listed by Other School</u>	<u>Reason for Course</u>	Date received: <input type="text"/>	Credit Equivalency: 1 UPS unit =
1					
2					
3					
4					
5					

Transfer Evaluator: _____

Evaluation Completion Date: _____

This form verifies the transfer eligibility of the course(s) listed. When signed by a Puget Sound Evaluator, the university accepts this study plan in principle. AN EVALUATOR'S SIGNATURE ON THIS FORM WILL NOT EXCUSE A STUDENT FROM UNIVERSITY OR DEPARTMENT RESIDENCY REQUIREMENTS. The final evaluation of transfer credit will be based upon the official academic credentials submitted. IT IS THE STUDENT'S RESPONSIBILITY TO HAVE AN OFFICIAL TRANSCRIPT SUBMITTED, IMMEDIATELY UPON COMPLETION OF THE TRANSFER COURSES, TO: Office of the Registrar, 1500 N. Warner St., University of Puget Sound, Tacoma WA 98416-1034. Registrar's Phone: (253) 879-3217 FAX: (253) 879-3108