



**Return to:**  
 Registrar's Office  
 Oregon State University, B102 Kerr Administration Building, Corvallis, OR 97331-2130  
 T 541-737-4331 | F 541-737-8123 | registrars@oregonstate.edu | http://registrar.oregonstate.edu

## Transfer Course Equivalency Petition

### Section to be completed by student:

Complete the top portion of this form and take it to the chair of the department offering the requested equivalency. The department chair should complete the form and forward it to the Office of Admissions within one week. The Admissions Office will send an e-mail to your ONID account notifying you of the equivalency decision.

If you have not been notified of a decision after two weeks, contact the Office of Admissions via an email to [judy.dahlem@oregonstate.edu](mailto:judy.dahlem@oregonstate.edu).

Name: \_\_\_\_\_ OSU ID #: \_\_\_\_\_  
Last                      First                      Middle

Phone: \_\_\_\_\_ ONID email: \_\_\_\_\_@onid.oregonstate.edu

Name, city and state of transfer institution: \_\_\_\_\_

Web address of transfer institution: \_\_\_\_\_

Web address of transfer department: \_\_\_\_\_

### Transfer course you are submitting for an OSU equivalency:

Transfer Subject \_\_\_\_\_ Course # \_\_\_\_\_ Title \_\_\_\_\_

### OSU course you are requesting:

OSU Subject \_\_\_\_\_ Course # \_\_\_\_\_ Title \_\_\_\_\_

Attach a brief rationale for your petition and provide supporting information. See student instruction number 2 on the back of this form.

### Section to be completed by Department Chair:

*(Head advisors may sign if permitted by the chair of the department offering the course.)*

Request approved  and OSU equivalent:

OSU Subject \_\_\_\_\_ Course # \_\_\_\_\_ Title \_\_\_\_\_

Fulfills the baccalaureate core requirement of \_\_\_\_\_

**-OR-**

Request disapproved:

Reason: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
Signature of Department Chair Offering Course                      Printed Name                      Date

**The Department Chair (not the student) should forward the completed form to the Office of Admissions, B104 Kerr Administration Building, within one week.**

## Information and Instructions for the Transfer Course Equivalency Petition

The Office of Admissions, with assistance from the academic units, determines the transferability of course work completed at other institutions, and the articulation to equivalent OSU courses. The transfer course equivalency petition provides an opportunity for the student and/or academic unit to identify articulation for a transfer course.

### Procedures:

#### Student:

1. Complete the top section on the reverse side of this form.
2. Prepare a packet for the department offering the OSU course you believe is equivalent to your transfer course. The packet should consist of:
  - a. this form
  - b. information from the appropriate college catalog
  - c. course syllabus
  - d. course textbook, and anything you feel would be helpful in reviewing your request.

The department will complete the bottom section on the reverse side of this form and forward to the Office of Admissions.

The Office of Admissions will notify you via an e-mail sent to your ONID account when the evaluation is completed and also will notify the academic department.

#### Department chair:

1. Complete the bottom section on the reverse side of this 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. If you have questions regarding this process, call Judy Dahlem, articulation coordinator in the Office of Admissions, 541-737-2249, or email: [judy.dahlem@oregonstate.edu](mailto:judy.dahlem@oregonstate.edu)
4. Please send this form to the Office of Admissions, B104 Kerr Administration Building, within one week.