

### SEAVER COLLEGE

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.
4. Credit received on a basis other than the semester unit will be converted to the semester system. Courses transferred in "quarter units" will be converted to semester units by dividing the quarter unit by 1.5. 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 accredited colleges. For those entering before Fall 2008, passing grades below "C" taken at other accredited colleges will be incorporated into the student's cumulative GPA. For those entering after Fall 2008, grades will not be calculated into the student's cumulative GPA but the units 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.
8. Online courses must be synchronous to be considered for credit. Any classes taken asynchronously will not be accepted for credit.
9. For online coursework, a maximum of 18 total units of hybrid or online courses may act in fulfillment of the 128 units required for graduation. Within the 18 units of allowable hybrid or online coursework, a maximum of 8 units may act in fulfillment of general education requirements and a maximum of 8 units may fulfill requirements in an academic major. A maximum of 4 units of hybrid or online coursework may act in fulfillment of the requirements in an academic minor.

Please consult the latest Seaver College catalog (<http://seaver.pepperdine.edu/academics/catalog/>) for a detailed description of these policies.

### Student Information

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

### Course to transfer/substitute

Name of Institution:		
Course #	Course Title	Unit Value:
<input type="checkbox"/> Semester Units <input type="checkbox"/> Quarter Units	<input type="checkbox"/> Lower-division <input type="checkbox"/> Upper-division	<input type="checkbox"/> Course Completed <input type="checkbox"/> 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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Received by:	Date:
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### Comments: