

This is a fillable form; sections A-B must be typed; handwritten forms will not be accepted. A DPR must be attached. This form must be submitted to the dean's office at least 8 weeks before the transfer class starts to ensure the request is approved in advance of taking the course.

## A. STUDENT INFORMATION

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Campus:  HBG  GP  Online  
 Student Email \_\_\_\_\_ Student Phone Number \_\_\_\_\_  
 College \_\_\_\_\_ School \_\_\_\_\_  
 Major(s) \_\_\_\_\_ Anticipated graduation term & year \_\_\_\_\_

## B. REQUESTED TRANSFER COURSES AND USM EQUIVALENTS

Transfer institution \_\_\_\_\_ State \_\_\_\_\_ Term \_\_\_\_\_

Transfer institution course		USM equivalent course		GEC requirement	Equivalent by MS articulation agreement
Course prefix & number	Transfer course title	Course prefix & number	USM course title		
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## C. STUDENT CERTIFICATION

Student must check a response and initial afterwards for each statement below:

- |  |  |       |
|--|--|-------|
| 1. I understand grades received for transfer courses will not have an impact on my USM GPA.  | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 2. I understand I must earn at least 21 of the last 30 credit hours at USM.<br><i>Any exceptions require an attached printout of the SOAR Request for UGRD Exception form that has been approved by Provost.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 3. I will be enrolled at USM during this term. <i>If answer is "yes," a rationale must be included in attached justification.</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 4. I confirm that none of the courses in section B are offered at USM during the term in question.<br><i>If answer is "no," a rationale must be included in attached justification.</i>                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| 5. I have attached a justification for taking the course(s) at a transfer institution rather than USM.   | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## D. ADVISOR CERTIFICATION

Advisor must check a response and initial afterwards for each statement below:

- |  |  |       |
|--|--|-------|
| 1. I confirm the transfer institution is accredited by ( <a href="#">view full list</a> ):<br>ACCJC HLC MSCHE NECHE NWCCU SACSCOC WSCUC Other _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| <i>Documentation of accreditation (available on transfer institution's website) is typically required for transfer institutions that are not part of the MS articulation agreement. Attach documentation.</i>  |  |       |
| 2. I have verified as correct each row in section B marked "yes" for "equivalent by MS articulation agreement."<br><i>For any courses not covered by the MS articulation agreement, school must attach all supporting documentation that will be required to complete the Request for GEC/Non-GEC Course Substitution in SOAR.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

## E. SIGNATURES AND APPROVAL

Major Advisor _____	Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Major School Director _____	Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Major College Dean _____	Date _____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Provost (GEC only) _____	Date _____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny