



Instructions (for Graduate-level or Professional program-specific courses only)

Please read the Graduate or Professional Guidelines for APU Substitution and Transfer Credit before completing this form. If you are requesting Transfer Credit from another university, you will receive an official letter from the Student Services Center once action has been taken on your request.

Section I Student Information Date _____

Name _____ APU ID# (required) _____

Phone (____) _____ Email _____

Address _____ City _____ State _____ Zip _____

Degree/Program/Major _____

Section II APU Substitution or Transfer Work Information

Course ID _____ Course Title _____ Unit Type: Semester Quarter

School Name _____ Term _____ Year _____ Units _____ Grade _____

Department Endorsement: Date _____

Favorable Unfavorable Program Director/Chair Signature _____

Will replace at APU:

Course ID _____ Units _____ Course Title _____

Course ID _____ Course Title _____ Unit Type: Semester Quarter

School Name _____ Term _____ Year _____ Units _____ Grade _____

Department Endorsement: Date _____

Favorable Unfavorable Program Director/Chair Signature _____

Will replace at APU:

Course ID _____ Units _____ Course Title _____

Course ID _____ Course Title _____ Unit Type: Semester Quarter

School Name _____ Term _____ Year _____ Units _____ Grade _____

Department Endorsement: Date _____

Favorable Unfavorable Program Director/Chair Signature _____

Will replace at APU:

Course ID _____ Units _____ Course Title _____

Registrar Use Only: Approved Denied _____ semester units of transfer/substitution credit

Transfer Entered by _____ Date _____ Sub Entered by _____ Date _____

Form must be submitted by email only

• Website: apu.edu/ssc • Phone: (626) 815-2020 • Email: ssc@apu.edu

Guidelines for APU Substitution and Transfer Credit

Students should not assume that transfer credit has been approved until they receive written notification directly from the Student Services Center.

What's the Difference? A Quick Guide on APU Substitution, Transfer Credit, and Waived Courses:

- **APU Substitution:** a course taken at APU which will substitute for a specific requirement within your degree program (see Graduate and Professional Catalog, "Course Replacement and Substitution").
- **Transfer Credit:** a course taken at another institution, which meets all criteria for professional undergraduate major, masters or doctoral credit, which will be transferred and become part of your cumulative APU record. See "Criteria for Transfer Work" below (see Graduate and Professional Catalog, "Transfer Credit" for additional information).
- **Waived Courses:** a course waiver fulfills a course requirement but no units are awarded. Students with waived courses must choose an alternate elective to meet their program's minimum unit requirement. If applicable, course waivers are processed by the student's department or school (see Graduate and Professional Catalog, "Waivers").

Criteria for Transfer Work:

Graduate Programs -

Changes to degree requirements may not exceed 20 percent of the total units required for the degree. Some exceptions to the 20 percent limit may apply for certain degree programs. Please refer to those sections within the catalog for specific department policies.

In order to transfer credit into an APU graduate degree program, the class must meet the following criteria:

1. The course must be taken at a regionally accredited institution.
2. The grade was a B or better. (Neither "Pass" in a pass/fail, "Credit" in a credit/no-credit course, nor a B- or lower is acceptable for transfer credit.)
3. The course must not be professional development or extension course work.
4. The course must be applicable to a graduate degree program at the institution where it was taken. (Credential coursework MAY count **IF** the school where it was taken accepts that course towards a master's degree program at their school.)
5. The course was completed subsequent to the awarding of the bachelor's degree.
6. The course was taken within eight years of the time in which the student begins work in the degree program. (More recent work may be required in some programs.)

Professional Programs -

In order to transfer credit into an APU professional undergraduate degree program, the class must meet the following criteria:

1. The course must be taken at a regionally accredited institution.
2. The grade was a C- or better. (Neither "Pass" in a pass/fail, "Credit" in a credit/no-credit course, nor a D+ or lower is acceptable for transfer credit.)
3. The course must not be professional development or extension course work.
4. The course must be applicable to a degree program at the institution where it was taken.

Unit Conversion -

APU is on a semester unit system. Quarter units may be transferred in at the following rate:

| | |
|---------------------------------------|---|
| 1 quarter unit = .67 semester unit | 4 quarter units = 2.68 semester units |
| 2 quarter units = 1.34 semester units | 4.5 quarter units = 3.01 semester units |
| 3 quarter units = 2.01 semester units | 5 quarter units = 3.35 semester units |

If you have questions about your eligibility for APU substitutions/transfer credit, please call the Student Services Center at (626) 815-2020.