



Internal Transfer Request Form

For students wishing to internally transfer credit

Submit immediately after being admitted to a program. Deadline to submit: by the add/drop deadline to change classes.

Submit this completed form to the Chief Academic Officer or email it to malmuhana@ssu.edu to petition for the internal transfer of academic credit from a certificate program into a degree program. Internal transfers from a degree program into a certificate program are not authorized.

Complete all required fields for faster processing.

Student Information

Last Name:	First Name:	Student ID Number:
Degree Program:		Date of Request:
Email Address:		Campus: ☐ San Diego ☐ Irvine ☐ Las Vegas ☐ Online

All credits earned in SSU's undergraduate and graduate certificates are internally transferable to SSU's undergraduate and graduate degree programs (respectively) if they comprise the same course requirements, including but not limited to the same number of credits and course learning outcomes.

Note: Courses with F grades do not transfer; also graduate courses with a grade of C- or lower do not transfer. Transfer credit is not automatic. The new program record will reflect a letter grade of "T" for any internal transfer credit earned.

Course Number	Course Title	Credits	FOR INTERNAL USE: Approval YES/NO

Authorization

I understand that the submission of this form initiates a petition to internally transfer earned academic credit from an SSU certificate program into an SSU degree program of the same academic level. I understand that acceptance of this credit into the degree program is not automatic as the course content, outcomes, credits, and/or other course requirements may not be equivalent.

Courses offered in multiple SSU programs may only be taken once at the institution. Credit earned in one program can be transferred to another eligible program but cannot be repeated for additional credit in the new program.

Student Signature: _____ Date: _____

For Official Use Only

Academic Advisor: _____ Date: _____

Chief Academic Officer: _____ Date: _____ Registrar: _____ Date: _____