

## WAIVER AND TRANSFER CREDIT PETITION

**Directions:**

1. Carefully read the policies section below.
2. Complete this petition form and submit it with your application for admission and the appropriate documents.
3. New students will receive official notification by email shortly after receiving admission to the University.

POLICIES

**Waiver:**

A waiver satisfies a course's content requirements without fulfilling its unit requirements. Any courses taken elsewhere, which a student wishes to be considered for waiver, must adhere to these guidelines:

- Course work must have been completed at a regionally accredited institution.
- A grade of "B" or higher must have been attained.
- Course work must have been completed within the past seven years.
- Unless proven equivalent, extension and continuing education courses and partial credit will not be considered.
- **Psychology** – only certain Pepperdine courses are eligible for waiver:

UNIT CREDIT TOWARD A PEPPERDINE DEGREE  
IS NOT GIVEN IN WAIVER, NOR DO UNITS APPEAR  
ON THE PEPPERDINE UNIVERSITY TRANSCRIPT  
WHEN A COURSE IS WAIVED.

Documents needed for waiver petition:

- 1) Petition form.
- 2) Photocopy of catalog course description.
- 3) Official transcript, if not on file.

**Transfer Credit:**

Transfer credit fulfills the master's or doctoral level units needed to complete degree requirements. Any courses taken elsewhere, which a student wishes to be considered for transfer credit, must adhere to the following guidelines:

- Only doctoral-level courses may be petitioned for transfer toward the doctorates in education and psychology.
- Course work must have been completed at a regionally accredited institution.
- Only graduate level courses taken after the completion of a bachelor's degree may be considered.
- A grade of "B" or higher must have been attained.
- Course work must have been completed within the past seven years.
- Course content must approximate that of the program in which the applicant is enrolled.
- Extension, continuing education, and undergraduate courses as well as partial credit will NOT be considered.
- A maximum of 6 semester units may be transferred toward the master's; 8 toward the doctorate in education; and 9 toward the doctorate in psychology.

UNIT CREDIT TOWARD A PEPPERDINE DEGREE  
IS GIVEN IN TRANSFER AND  
TRANSFER UNITS APPEAR ON THE  
PEPPERDINE UNIVERSITY TRANSCRIPT.

Documents needed for transfer credit petition:

- 1) Petition form.
- 2) Photocopy of catalog course description.
- 3) Course syllabus, if requested.
- 4) Official transcript, if not on file.

PLEASE PRINT OR TYPE

I am petitioning for:     Waiver     Transfer credit     Both waiver and transfer credit

NAME	I.D. NO.	DAYTIME TELEPHONE NO. (    )	
MAILING ADDRESS	CITY	STATE	ZIP CODE

List courses for consideration as they appear on the transcript. (Use additional paper if necessary.)

COURSE NO.	COURSE TITLE	INSTITUTION	PEPPERDINE COURSE TITLE AND NUMBER REQUESTED FOR WAIVER / TRANSFER

**X**

Signature

Date