

INSTRUCTIONS FOR COMPLETING THE UNDERGRADUATE TRANSFER CREDIT PETITION

- **This petition is used to request the acceptance of a transfer course as an equivalent of a UH course or the designation of core**
- **Only one petition per core course and/or direct equivalency**
 - **Lecture and Lab may be combined on one petition (2 rows provided)**
- **Complete this form in its entirety**
- **Consult the Undergraduate Studies Catalog and/or your program/major advisor for additional information**

Step 1: Verify that your transfer credit has been posted – my.uh.edu

Step 2: Complete online and print this form

Step 3: Take this form and a copy of your course description and/or syllabus to your Program /Major Advisor

TYPE OF REQUEST	CLASSIFICATION	WHERE TO SUBMIT FOR ACTION
Core Credit (effective Fall 2014 Catalog) - Complete this section if you are seeking core credit for an external course. Core Areas: 10 - Communication 20- Mathematics 30 - Life and Physical Sciences 40 - Language, Philosophy, and Culture 50 - Creative Arts 60 - American History 70 - Government/Political Science 80 - Social and Behavioral Sciences Component Area Option 90 - Math Reasoning 81 – Writing in the Disciplines	All undergraduate classifications	Program/Major Advisor
Core Credit (Fall 2007-2013 Catalogs) - Complete this section if you are seeking core credit for an external course. Core Areas: 10 - Communication 20 - Mathematics 30 - Natural Sciences 40 - Humanities 50 - Visual/Performing Arts 60 - U.S. History 70 - Political Science 80 - Social/Behavioral Sciences 81 - Writing in the Disciplines 90 - Math/Reasoning	All undergraduate classifications	Program/Major Advisor
Direct Equivalency	All undergraduate classifications	Program/Major Advisor

College of Natural Sciences and Mathematics Courses

All NSM courses that are petitioned for course equivalency must have a syllabus, which has detailed *academic content* that was covered in the course, and the course description.

- Any Math course that is petitioned for course equivalency must also provide a list of prerequisites and the prerequisite course description(s) in addition to the petitioned course syllabus, which has detailed *academic content* that was covered in the course, and the petitioned course description.

Undergraduate Transfer Credit Petition

Name _____
 Last First Middle Initial

Date _____

Address _____
 Street Apt

MY UH ID _____

First Semester Enrolled _____
 Term Year

City State Zip Code

Current College/Major _____

Current Classification _____

Email Phone #

1. Are you requesting a transfer course be considered for core credit? Yes, complete table below.

External Institution	External Course Information			Core Area or Core Course <small>See p. 1 for list of core areas</small>		
	Subject	Course#	Course Title	Core Area	Subject	Course#
	<i>Ex. University in Texas</i>	<i>ENGL</i>	<i>1301</i>	<i>English Composition I</i>	<i>Communication</i>	<i>ENGL</i>

2. Are you requesting a transfer course be considered for direct equivalency? Yes, complete table below.

External Institution	External Course Information			Internal Equivalent	
	Subject	Course#	Course Title	Subject	Course#
<i>Ex. University in Texas</i>	<i>ENGL</i>	<i>1301</i>	<i>English Composition I</i>	<i>ENGL</i>	<i>1303</i>
Lecture					
Lab					

Explanation of request: _____

Student Signature

Date

UNIVERSITY USE ONLY – Signatures Required

Student Program/Major Advisor (sign if all documents attached) _____ Date _____

Advisor Telephone Extension _____ Advisor Email _____

Approved Denied Advisor/Chairperson (where course is taught) _____ Date _____

Comments _____

Approved Denied Dean (where course is taught) _____ Date _____

Comments _____

Approved Denied Provost (required for core only) _____ Date _____

Comments _____

To be used by Assigned Individual from course owning department. No signature required for one time exception.

One time exception

Create Rule

 Authorizing Signature (only if creating rule) Date