

# 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 - Complete this section if you are seeking core credit for an external course. Core Areas: 10 - Communication 20 - Mathematics 21 - Math Reasoning 30 - Humanities 40 - Natural Sciences 50 - History 60 - Visual/Performing Arts 70 - Government 80 - Social/Behavioral Sciences 90 - Writing in the Discipline	All undergraduate classifications	Program/Major Advisor
<b>Direct Equivalency</b>	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 Program/Major \_\_\_\_\_

Email Phone #

Current Classification \_\_\_\_\_

**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		
	Subject	Course#	Course Title	See p. 1 for list of core areas		
	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>	<i>1303</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 \_\_\_\_\_ Date \_\_\_\_\_  
 Advisor/Chairperson (where course is taught)

Comments \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date \_\_\_\_\_  
 Dean (where course is taught)

Comments \_\_\_\_\_

Approved  Denied \_\_\_\_\_ Date \_\_\_\_\_  
 Provost (required for core only)

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