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

<table>
<thead>
<tr>
<th>TYPE OF REQUEST</th>
<th>CLASSIFICATION</th>
<th>WHERE TO SUBMIT FOR ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Credit (effective Fall 2014 Catalog) - Complete this section if you are seeking core credit for an external course.</td>
<td>All undergraduate classifications</td>
<td>Program/Major Advisor</td>
</tr>
</tbody>
</table>
| 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 | | |
| Core Credit (Fall 2007-2013 Catalogs) - Complete this section if you are seeking core credit for an external course. | All undergraduate classifications | Program/Major Advisor |
| 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 | | |
| 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

City State Zip Code

Email Phone #

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

<table>
<thead>
<tr>
<th>External Institution</th>
<th>External Course Information</th>
<th>Core Area or Core Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Course#</td>
<td>Course Title</td>
</tr>
<tr>
<td>Ex. University in Texas</td>
<td>ENGL 1301</td>
<td>ENGLISH COMPOSITION I</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>External Institution</th>
<th>External Course Information</th>
<th>Internal Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Course#</td>
<td>Course Title</td>
</tr>
<tr>
<td>Ex. University in Texas</td>
<td>ENGL 1301</td>
<td>ENGLISH COMPOSITION I</td>
</tr>
</tbody>
</table>

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 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