

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 - Natural Sciences 40 - Humanities 50 - Visual/Performing Arts 60 - History 70 - Government 80 - Social/Behavioral Sciences 90 - Writing in the Discipline	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 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 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