PETITION FOR TRANSFER CREDIT FORM

Student Name ___________________________ P# ____________________ Date ________________
Student Address_____________________________________________________________________________
Phone ___________________________ Major ____________________ Term of Admission ___________

This form is to be used to request acceptance of transferable coursework

Students seeking transfer credit must submit the following supporting documents for credit evaluation purposes:
1. Official transcript
2. Course description from college catalog [appropriate year(s) for course work completed]
3. Course syllabi for each course to be reviewed

Evaluation material must be attached to this request form and additional documents maybe required. Credit may
be awarded only after review and approval by the appropriate academic department. Dean decisions regarding
transfer credit are final.

List all transfer courses within a department on one form. Use as many forms as needed.

<table>
<thead>
<tr>
<th>Transfer Institution:</th>
<th>City, State:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix</td>
<td>Course #</td>
</tr>
<tr>
<td>*Example - PSYC</td>
<td>101</td>
</tr>
</tbody>
</table>

Advisor Signature: ___________________________ Advisor Name (printed) ________________ Date: ___/__/____

TO BE COMPLETED BY AUTHORIZED DEPARTMENT PERSONNEL

To: __________________________________________ Department: _____________________________________
Please review this request for transfer credit and the attached material to make specific transferable credit
recommendations applicable to your department.
Recommendation: Approval ___________ Denial ___________
Department Dean: _____________________________ Date: _________________

Additional Comments or Criterion:
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Records Office Official: __________________________ Date: _______________________________

RETURN THIS FORM TO THE RECORDS OFFICE WITH SUPPORTING DOCUMENTATION.