



# Transfer Credit Petition Form

All transcript petition credit requests should be submitted to the appropriate department and signed. Upon receiving the completed form, the Office of Admissions and Records will notify on your petition status for course equivalency credit.

Please sign and date the bottom of the form and return to the Office of Admissions and Records.

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First Name	Last Name	ID#
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Email	Telephone/Cell #
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Please list the course work that you took at your previous institution on the chart below that you wish to be granted credit for by department:

**External Course Information / TSC Course Information**

External Institution	Course #	Course Title	Credit	Course #	Course Title	Credit	Approved	Denied

- Attach a copy of external institution attended.
- Attach a copy of course description from the external institution attended.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of Admissions and Records USE ONLY**

Admissions Specialist: \_\_\_\_\_  
Printed Name: Jessica Sanchez

Date: \_\_\_\_\_  
EXT: 3608

Program Contact: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Contact: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_