



# Transfer Credit Petition Form

This petition is used to request the re-evaluation of a transfer course as an equivalent of a Texas Southmost College course. The appropriate Chair/Dean of the evaluated course makes the final decision about whether a course is approved or denied.

First Name Last Name TSC ID#

Email Telephone/Cell #

Student Signature: Date:

Please provide the course(s) that were taken at the other institution that you petition to be granted:

### External Course Information

### TSC Course Information

External Institution	Prefix and #	Course Title	Credit	Prefix and #	Course Title	Credit

- Attach a transcript copy of the external institution attended
- Attach course description(s) of the external institution
- Attach course description(s) of TSC course

Student Academic Program: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Advisor, please submit form with signatures and proper documentation to the Office of Admissions and Records for review. Admissions will submit request to corresponding department for re-evaluation and notify student of final outcome.*

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Dean of Evaluating Depart.: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Denied

Please email approved/denied form to [admissions@tsc.edu](mailto:admissions@tsc.edu) for processing.

### OFFICE OF ADMISSIONS USE ONLY

Received by: \_\_\_\_\_ DATE: \_\_\_\_\_