



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.

First Name

Last Name

ID#

Email

Telephone/Cell #

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	Approval Status: Yes or No

- 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: _____

Date _____

Printed Name: _____

Ext. _____

Program Contact _____ :

Date _____

Printed Name: _____

Approved _____ Denied _____

Dean Contact _____ :

Date _____

Printed Name: _____

Approved _____ Denied _____