PETITION TO ACCEPT TRANSFER CREDIT

Student Name_____ Student ID Number_____

Student KCTCS Email _____ Telephone_____

Major _____

ONE FORM IS REQUIRED FOR EACH COURSE PETITIONED FOR ACCEPTANCE

I request that my general education credits from the institution listed below be re-evaluated. I understand that it is my responsibility to provide the required validation information necessary to re-evaluate my transfer credits. The following documents from the institution attended are needed for the re-evaluation:

1. Official Transcript
2. Syllabi
3. Course Descriptions
4. Qualifications of Instructors Printed on Official School Letterhead. Please note instructors must have a Master's degree in the discipline of the course work listed on the transcript.

Upon receipt of the validation documents, the designated reviewing personnel will review and re-evaluate the general education course listed below.

TRANSFER INSTITUTION NAME: _____

Department	Course #	Transfer Course Title	Credit Hours

COURSE EQUIVALENT TO THE FOLLOWING HCC COURSE

Department	Course #	HCC Course Title	Credit Hours

Link to KCTCS Course Catalog: http://www.kctcs.edu/en/students/programs_and_catalog.aspx

Student Signature:_____

TO BE COMPLETED BY AUTHORIZED HCC PERSONNEL

Please review this request and the attached material to make specific transfer credit recommendations applicable to area in your department. Please use the space below for your recommendations and comments.

I recommend: Approval _____ Denial _____

Signature: _____
Department Chair/or Program Coordinator/or Discipline Coordinator

Department Chair: Please forward your approval or denial to Melissa Stevenson, Registrar

I recommend: Approval _____ Denial _____

Signature: _____
Chief Academic Officer

Date Received in Registrar's Office_____ Date of Notification to Student_____

Documentation Received

- ☐ Official Transcript
- ☐ Syllabi
- ☐ Course Descriptions
- ☐ Qualifications of Instructors Printed on Official School Letterhead. Please note instructors must have a Master's degree in the discipline of the course work listed on the transcript.