



HOWARD UNIVERSITY

TRANSFER COURSE PETITION Office of Undergraduate Studies Center for Academic Excellence

For enrollment as a visiting student at another college or university.

All petitions must be typed.

This request is for: Fall Spring Summer 20____
Year

NAME: _____

COLLEGE: _____

PHONE: _____ HU ID #: _____

MAJOR: _____

EMAIL: _____

Name and location of the college/university that you will attend for the semester indicated above:

Each college or university attended must be regionally accredited by the one of six regional accrediting agencies (<http://ope.ed.gov/accreditation/agencies.aspx>).* If the college/university you plan to attend is on the quarter system, contact your academic advisor in the Center for Academic Excellence to determine credit-hour equivalency and transferability. **Courses taken at other institutions without prior approval will not be considered for transfer credit.**

PROCEDURE FOR APPROVAL OF THIS FORM: To determine if the course(s) you plan to take are equivalent to HU courses, take a course description of the course(s) with the summer school petition form to the department that teaches the course to determine if the course is equivalent to one taught at Howard.

*NOTE: Some schools and colleges have additional professional accreditation standards that further determine credit transferability.

Upon completion of the course(s) an **official** transcript must be mailed to:
Office of the Registrar, Howard University
2400 6th Street, NW, Suite 105, Washington, DC 20059

UPON COMPLETION OF THIS FORM:

- Submit a copy to your major department
- Submit a copy to the Center for Academic Excellence
- Keep a copy for your records

TRANSFER CREDIT: Transfer credit (advanced standing) will be awarded for approved course(s) if a grade of "C" or better has been earned. Grades are not transferred; therefore, transferred credits **do not** affect your grade point average (GPA) at Howard. **Grades of C "minus" and below are not transferrable.**

ATTENTION SENIORS: The last 30 credit hours required to receive a degree from Howard University must be completed at Howard University.

COURSES AT COLLEGE OR UNIVERSITY			HOWARD UNIVERSITY EQUIVALENCY <i>(Leave blank; for department use only.)</i>		
Course title(s)	Course #	Semester Hrs	Approved Course	Faculty Signature	Dept Chair Signature

Signature of approval from academic advisor

Academic advisor's name

Date

Submit this form and supporting documentation to: The Office of Undergraduate Studies, Center for Academic Excellence
ATTN: Transfer Course Petition, 2nd Floor, Carnegie Building, 2395 6th Street NW, WASHINGTON, DC 20059

Revised April 6, 2016