

# Petition to Transfer Course Credit Form

**This form is to be used for courses taken at another university or at TTU prior to the students admission to his or her designated doctoral program.**

Student's Name

Date

Signature

Student's Email

Phone

TTU Doctoral PSY Program

TTU Advisor's Name & Signature

TTU Psychology Course (title & number)

Transfer Course taken elsewhere (title & number)

Where course was taken: Date course was taken Grade

Attach a memo that briefly explains why you believe that the transfer course may be the same level, substance, thorough coverage, and high quality as the TTU course.

Enclose **all** of the following documents:

- Unofficial transcript (or photocopy) showing the relevant course grade
- Course syllabus (this should be a detailed syllabus, not a brief catalog description)
- Sample exams, term papers, take-home projects and other written assignments

Check which of the following applies:

This petition involves transfer of credit to meet a department-wide core requirement (e.g., statistics; or the core courses in cognitive, developmental, biological, and social bases of behavior). This completed form and the above documentation should be put in the mailbox of the **student's Division Director**, who will oversee the review process.

This petition involves transfer of credits for a doctoral-program requirement within a specific division (e.g., assessment and therapy courses in the clinical and counseling Psychology programs; or required specialty courses in the cognitive, human factors, and social divisions of the experimental Psychology program). This completed form and the above documentation should be put in the mailbox of the student's **Division Director of the relevant Doctoral Program** (i.e., the director of the clinical, counseling, or experimental Psychology program).

Faculty Reviewer Name

Faculty Reviewer Signature

Date

Faculty Reviewer Comments

Program Director Signature

Date

Program Director Comments

*Copies to:* Student, Advisor, Program Director, & Psychology Dept Files