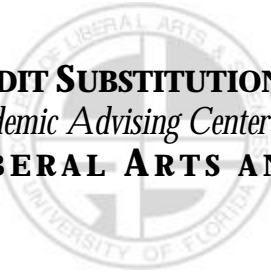


TRANSFER CREDIT SUBSTITUTION PETITION
Academic Advising Center
COLLEGE OF LIBERAL ARTS AND SCIENCES



Instructions:

This petition is designed to evaluate courses taken at other institutions in order to satisfy General Education or CLAS Basic Distribution Requirements. If the course(s) you are having evaluated are required for your major or minor you need to see the undergraduate coordinator for your department.

- STEP 1** **Read** and complete both sides of this petition.
- STEP 2** List on the other side the courses you want evaluated. Indicate the term (semester and year) taken, course prefix and number from the other institution.
- STEP 3** Please use a **separate petition** for each institution attended.
- STEP 4** You must attach an official course description for each course from the other institution's catalog or course syllabi to have course(s) evaluated. Please attach copies of the appropriate pages only. (See Transfer Credit Guidelines)
- STEP 5** You must return to 100 Academic Advising Center to pick up your results. Results will not be mailed or given out over the phone. Results will be available at the front desk no earlier than 3 weeks from the date your request is submitted. During peak advising times, processing may take longer.

TRANSFER CREDIT GUIDELINES

1. Your transcripts must be posted on your UF transcript by the Registrar's Office before your petition can be processed. Check with 222 Criser to verify that your transcript has been posted.
2. If you do not have a catalog copy of the course description(s), you may obtain a copy at Library West.
3. Do not submit your only copy of documentation. The Advising Center will not make copies of documentation for you and will not return your documentation.
4. Gordon Rule credit must be petitioned through the Registrar's Office in 222 Criser.
5. If the course(s) is/are required for your major or minor, you must contact the undergraduate coordinator of your department to have the evaluation done.

Transfer Credit Substitution Petition

Classification: _____

NAME: _____

UFID: _____

DATE: _____ LOCAL PHONE: _____ EMAIL: _____

ADDRESS: _____

STUDENT SIGNATURE: _____ WILL YOU GRADUATE THIS SEMESTER? YES ____ NO ____

NAME OF INSTITUTION (ONLY ONE PER FORM): _____

General Education (GE) or Basic Distribution (BD)	Semester Year	Institutions Prefix & Course #	For Office Use Only			
			Grade	UF Transcript Designation	Approve	Deny
Composition (C)						
Mathematical Sciences (M)						
Humanities (H)						
International/ Diversity (I)						
Social/Behavioral Sciences (S)						
Physical Sciences (P)						
Biological Sciences (B)						
Natural Science Lab						
3000 Level College Electives						
Foreign Language						

For Office Use Only

Hours _____	GPA _____	X-hours _____	Class/College _____	Major _____	Cat. Year _____
Decision Date:		Advisor Initial:		Audit Adjusted:	
Comments:					