

Petition for Equivalency Credit

Transfer credit for equivalent courses taken elsewhere may be awarded to meet degree requirements. The course must be equivalent to a McWilliams degree program course and approved through this Petition for Equivalency Credit (PEC). The maximum number of transferable semester credit hours is:

- **3** for the Certificate Program
- **12** for the Master’s Program
- **21** for the DHI Program
- **36** for the PhD Program

Important Notes:

- Credit is only given for courses matching the current McWilliams Course Catalog.
- Courses with grades lower than “B” will not be accepted.
- Courses must have been completed within the last **five years**.
- The submitted syllabus must be from the semester and year the course was completed. Syllabi from other terms will **not** be accepted.
- **Official transcripts/education evaluations** from the transferring school must be on file with the UTHealth Office of the Registrar showing completion of the course with a satisfactory grade (B or above).

Student’s Name _____ **Date:** _____

Student ID Number _____

Program ___ Certificate ___ Master’s ___ PhD ___ DHI

McWilliams Course Details

Course ID BMI _____

Course Title _____

Credit Hours _____

Transferring School Course Details

Name of Transferring School _____

Course ID	Title of Course(s)	Credit Hours	Grade	Term/Year Completed (5 years)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you are not using [DocuSign](#), please submit this completed Petition for Equivalency Credit Form along with the course syllabus for the transfer course to:

SBMIAdmissions@uth.tmc.edu

Second Page to be completed by McWilliams staff and faculty.

Printed Name of SBMI Faculty Member to Review Course: _____

**FACULTY ASSESSMENT OF PETITION FOR EQUIVALENCY CREDIT OF
CONTENT** (to be completed by faculty reviewing course)

THEORY COURSE	YES	NO	COMMENTS
Is the proportion of time spent on each topic equivalent to the SBMI course?			
Is the content depth equivalent to the SBMI course?			
Is there subject matter taught in the SBMI course which is not covered in the transfer course? List these topics:			
Are the written assignments required by the SBMI course addressed in the same or similar way in the student's course?			

APPROVED

DENIED

Faculty Member Reviewing Course (Print Name)	Signature	Date
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Vice Dean for Education (Print Name)	Signature	Date
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