

## Transfer Course Petition

Directions:

1. Complete the petition- one class per petition.
2. Attach course description and/or syllabus.
3. Submit completed petition and course description to related department for approval/signature.
4. Return approved/signed form to your academic advisor.

Name: \_\_\_\_\_ SUID: \_\_\_\_\_

Email: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

I respectfully petition to take the following course at \_\_\_\_\_

during the \_\_\_\_\_ semester:

**Course name & number**

**Credit hours**

**SU equivalent course**

Credit must be accepted to Syracuse University under the transfer credit guidelines found in the Academic Rules of the Syracuse University Course Catalog. A grade of "C" or higher is required for transfer credit to be accepted. Courses/credit must be approved prior to registering for the course. After completing the course, request an official transcript be sent directly to Syracuse Architecture, 201 Slocum Hall, Syracuse NY 13244, or via email to your academic advisor. Classes taken at an international institution must include US credit equivalency on the transcript, or a World Education Services (WES) or Josef Silny and Associates course-by-course credit evaluation will be required before credit is posted.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RELATED DEPARTMENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME COLLEGE ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_