Petition to Transfer Credit

Master’s program only

- See your Program Handbook for policies that apply to transfer credit. This form is to be used to transfer credit from schools outside of Syracuse University.

- Please submit a separate petition and syllabus for each course to be transferred in. You are also required to send an official transcript. All courses being transferred in need to be graduate level, have a final grade of B or higher, and have been completed within the last seven years.

- Campus students should send the official transcript to the attention of Jose Tavarez and submit this petition, along with the syllabus of the course, to iadvising@syr.edu.

- Online students should send this petition, attached syllabus, and official transcript to your online student success advisor.

Name: ___________________________________________ SUID: ____________________________

Address: __________________________________________________________________________
__________________________________________________________________________________

Date: ___________________________ Email: _____________________________________________

Degree Program: ___________________________________________

I petition to transfer __________ (#) credits from ___________________________________________ (institution)

for (Graduate Course/Number/Title) _______________________________________________________

completed on _______________________________ (date).

I enclose a catalog description of the course being transferred.

An official transcript showing the course and grade has been sent/will be sent by ___________________________

________ I understand and confirm that this course did not count toward my undergraduate degree.

The paragraph below explains how the transfer of this course assists me in accomplishing my program goals:

_____________________________________________________________________________________

Required Signatures

Student: ___________________________ Date: ___________________________

This petition to transfer credit hours is: APPROVED / DENIED

Program Director: ___________________________ Date: ___________________________

Academic Advisor: ___________________________ Date: ___________________________