Petition to Transfer Credit  
Master’s program only

- See your Program Handbook for policies that apply to transfer credit.
- Please submit a separate petition for each course to be transferred in. If the transfer credits are coming from outside of Syracuse University, you are required to send an official transcript.
- 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 support 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: ____________________________

Revised April 2018