

**Petition to the Faculty  
Syracuse University  
Transfer Credit to Syracuse University**

**Directions:** Complete the petition and obtain the required signatures as indicated below. Please allow 5-7 business days for review. **Only one course per form - Use multiple forms if necessary.** Course Descriptions are required. *Petitions without course descriptions will be returned to the student and will not be reviewed.*

Name: (print) \_\_\_\_\_ SUID#: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home College: \_\_\_\_\_ Major \_\_\_\_\_ Date: \_\_\_\_\_

**I Respectfully petition to take the following course at an accredited College or University other than Syracuse University:**

Name of Course: \_\_\_\_\_  
 Course Prefix and Number \_\_\_\_\_ Number of Credits \_\_\_\_\_ Term: \_\_\_\_\_  
 Exact name and location of College/University where course is offered:  
 \_\_\_\_\_

I am requesting that the course be accepted as :

**Attach SU and other college course description**

• **Liberal Arts Core Requirement:** Equivalent to a specific course @SU = \_\_\_\_\_

- Math/Quantitative Skills
- Language
- Humanities
- Social Science
- Natural Science

*For WRT 205 or 307 requests, the syllabus from the other college must be attached, or petition will be denied.*

• **Major Requirement As:**  
 Equivalent to a specific course @SU = \_\_\_\_\_

• **Minor Requirement As:**  
 Equivalent to a specific course @SU = \_\_\_\_\_  
*Minor department's approval required first.*

• **General Elective Credit:** \_\_\_\_\_  
 Student is responsible for keeping track of the maximum number of general elective credits needed.

It is the student's responsibility to request that an official transcript be sent from the institution directly to:

David B. Falk College of Sport and Human Dynamics  
 Attn: College Recorders  
 Office of Student Services  
 300 MacNaughton Hall  
 Syracuse, NY 13244

- You must earn at least a grade of C in order for coursework to transfer. *Grades of C- do not transfer.*
- Only the **credit hours** will be accepted. *Not the grade.*
- You may **not** transfer credits if the same or duplicate course has been completed at Syracuse University.  
*The Repeat Option for flagging grades may **not** be fulfilled by transfer credit.*

**The maximum transferable credits from any combination of 2 year schools is 66 credits. The maximum transferable credits from any combination of 2 and 4 year schools, AP, IB, and other credits is 90 credits.**

Student: _____	Date: _____
Academic Advisor: _____	Date: _____
Major/Minor Department Chair: _____	Date: _____
Student Services Dean: _____	Date: _____

**For Office Use Only:**  
 ACE # \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_