

School of Education – Transfer Credit Petition form
**Health and Exercise Science, Physical Education, Health and Physical
Education and Selected Studies in Education Programs**

This form is required in order to have course credit transferred from another institution. It is strongly recommended that you submit this prior to registering for the course to ensure transfer. Meet with your faculty advisor before completing the form to ensure that the course is appropriate for your course of study.

Directions:

1. Complete the entire form and sign it
2. Attach the course description
3. Obtain department approval if a math, science, writing, or foreign language course
4. Obtain advisor and department chair signatures
5. Return completed form and course description to: Academic and Student Services
111 Waverly Ave., Suite 230, School of Education, Syracuse University, Syracuse, NY 13244-2340.

In order to transfer credit for a course into Syracuse University, you must:

1. Earn C or better in the course
2. Request that the transfer institution send an official transcript with final grade to:
Office of Academic and Student Services, 111 Waverly Ave., Suite 230, School of Education
Syracuse University, Syracuse, NY 13244-2340

Name: _____ SUID: _____

E-mail address: _____ Phone number: _____

Mailing address: _____

Major: _____ Class: _____ Expected Graduation: _____

Transfer institution and course information:

College/University: _____ City, State: _____

Course title: _____

Course prefix/number: _____ Credits: _____ Term to be taken: _____

Complete either Statement A or B:

- A. The above course will transfer as a direct equivalent for a Syracuse University course:
Syracuse course title: _____ Syracuse course number: _____
- B. This course will transfer in to meet a requirement in my program of study (i.e., math requirement, humanities, etc.). The requirement it fulfills is _____

If course is already complete, enter grade here: _____

Final approval of course and credit is pending receipt of official transcript with final grade.

Signatures:

Student: _____ Date: _____

Math, Science, Writing, or Foreign Language Dept. approval:

Date: _____

Advisor: _____ Date: _____

Department Chairperson: _____ Date: _____

Academic and Student Services: _____ Date: _____