

Undergraduate INCLUSIVE PROGRAMS  
Petition to take/transfer a course from another college

1. Complete form before taking course. If you need advice or are confused, consult with your Academic Advisor.
2. **Attach college's course description.** Syllabus may be required for writing, language, or some other courses
3. If course will be used to meet BOTH distribution requirement & concentration requirement, check BOTH appropriate boxes.
4. Sign the form.
5. If course requires approval signatures no. 4 or 5, obtain signature(s).
6. Make note somewhere of the address to which the official transcript must be sent (see box below).
7. Deliver form to Teaching and Leadership Programs, 150 Huntington Hall. T&L staff will coordinate getting other signatures and deliver to Academic and Student Services, or notify you if there are issues with your request.
8. If request is approved, Academic and Student Services will notify you by email.

Name: \_\_\_\_\_ SU ID#: \_\_\_\_\_ Liberal Arts Concentration: \_\_\_\_\_

SU Email: \_\_\_\_\_ Program (check one):       Inclusive Elem & Spec Ed       Inclusive Early Chld Spec Ed

Other College/University name: \_\_\_\_\_ City/State: \_\_\_\_\_

Credit given by college (check one):     \_semester hrs.     quarter hrs.(= 2/3 semester hr)     other (explain/give sem. hr equiv.) \_\_\_\_\_

Course # (e.g., HIS 1023): \_\_\_\_\_ Course Title: \_\_\_\_\_ Semester hr credits: \_\_\_\_\_

Term to be taken (e.g. Sum 19): \_\_\_\_\_ OR If already completed, term and grade earned: \_\_\_\_\_

Grade must be C or better to transfer credits. Math & science grades must meet program requirements (nothing below C; two courses averaging to a B- or better). Grade in individual writing courses must be B- or better. When course grade is posted, order an official transcript sent from the college to Academic & Student Services, School of Education, 111 Waverly Ave, Suite 230, Syracuse University, Syracuse, NY 13244.

I wish to use this course to meet the following requirement(s) (Check all that apply.)

(Consult notes below, the distribution (smiley face) list and/or liberal arts area checklist to get ideas of types of appropriate courses.)

<input checked="" type="checkbox"/>	Requirement	Additional Information
<input type="checkbox"/>	MAT 117	Must be equivalent course, approved by Joanna Masingila ( <a href="mailto:jomasing@syr.edu">jomasing@syr.edu</a> ). The two math grades must average to a B- or better, with no grade less than a C.
<input type="checkbox"/>	MAT 118	
<input type="checkbox"/>	Lab science	Must be approved by Sharon Dotger, 150 Huntington. Two science grades must average to a B- or better, with no grade less than a C. (At least one of SCI 104 or 105 must be taken at SU.)
<input type="checkbox"/>	WRT 205	Must be equiv. and approved by Writing Program, (Martha Love, 239B HBC), or listed as already approved at <a href="https://casfmweb.syr.edu/fmi/webd#wrt-coursesub">https://casfmweb.syr.edu/fmi/webd#wrt-coursesub</a> . A B- or better grade is required.
<input type="checkbox"/>	U.S. History	Course with broad U.S. content.
<input type="checkbox"/>	History II	Diversity within the U.S., broad European content, or world/Non-Western content
<input type="checkbox"/>	Geography	A physical geography course may NOT be used in a People, Places and Societies concentration.
<input type="checkbox"/>	Cit Econ & Gov	U.S. focus for government courses.
<input type="checkbox"/>	Global Perspective	Not history.
<input type="checkbox"/>	Literature	<b>Not children's literature, film courses, etc.</b>
<input type="checkbox"/>	Other breadth	Arts history (not studio), philosophy, religion, additional science, additional math,
<input type="checkbox"/>	Lower div. concentration/major	<b>SU's upper division is 300 level or above. Other colleges' course numbering systems may differ. If requesting upper division credit, look at their catalog/ policies (e.g., on line) and attach a copy of the policy. If you can't find the information, and are completing a Human Thought &amp; Expression, or People, Places &amp; Societies concentration, consult with your Academic Advisor. If you are completing a Natural Science or Mathematics concentration, that SU department must approve this course and will decide if it is upper division or if more information is needed.</b>
<input type="checkbox"/>	Upper div. concentration/major	
<input type="checkbox"/>	Other	Give details of requirement to be met:

Approval Signatures:

1. Student: \_\_\_\_\_ Date: \_\_\_\_\_
2. Inclusive Program Specialist: \_\_\_\_\_ Date: \_\_\_\_\_
3. Faculty Coordinator of Program: \_\_\_\_\_ Date: \_\_\_\_\_
4. Minor advisor if proposing course for minor: \_\_\_\_\_ Date: \_\_\_\_\_
5. Math, science, writing course,  
foreign language additional approval: \_\_\_\_\_ Date: \_\_\_\_\_
6. Teaching & Leadership Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_
7. Senior Assistant Dean: \_\_\_\_\_ Date: \_\_\_\_\_