

School of Information Studies

Syracuse University

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.
- On campus students should send this petition, course syllabus, and official transcript to iadvising@syr.edu.
- Online students should send this petition and course syllabus to their online Student Success Advisor. The official transcript for online students should be e-mailed to onladvising@syr.edu.

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: _____