

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

This form should be submitted prior to taking a course at another institution. Meet with your faculty advisor before completing this form to ensure that the course is appropriate for your program of study.

**Directions:**

1. Complete the entire form and sign it.
2. Attach the course description.
3. Obtain advisor and department chair signatures
4. Return completed form and course description to:  
Office of Academic & Student Services, 270 Huntington Hall, School of Education,  
Syracuse University, Syracuse, NY 13244-2340.

**In order to transfer a course into Syracuse University you must:**

1. Earn a C or better in the course.
2. Request that the transfer institution send an official transcript with final grade, to:  
Office of Academic & Student Services, 270 Huntington Hall, 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 Name \_\_\_\_\_

City, State \_\_\_\_\_

Course Title \_\_\_\_\_

Course Number/Abbreviation \_\_\_\_\_ Credit Hours \_\_\_\_\_ Term to be Taken \_\_\_\_\_

**Choose and Complete Either Section A or Section B:**

\_\_\_\_ A. The above listed 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 (e.g., math requirement, humanities). Please explain which requirement this course fulfills in your program of study:  
\_\_\_\_\_

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Academic & Student Services \_\_\_\_\_ Date \_\_\_\_\_