

DIRECTIONS:

1. Consult with your academic advisor.
2. Complete the form electronically.
3. Attach a current course syllabus and submit entire form to the appropriate department. ****Whitman course petitions go directly to your academic advisor.****
4. WRT courses may be petitioned without a syllabus if they are approved on the Writing Department's database: <https://casfm.syr.edu/fmi/webd/wrt-coursesub>

Name: _____

SUID: _____

Email: _____@syr.edu

College/Dual Program: _____

Major(s): _____

Minor: _____

Course Information:

Name of College/University where course is offered: _____ State: _____

Course Subject: _____ Course Number: _____ Course Term: _____

Course Title: _____ Number of Credits: _____

School Type (Optional): Semester School

Quarter School

Signature:

Student: _____ Date: _____

OFFICE USE ONLY

Course Approval Information:

Approved As: _____

Notes/Reason for Denial: _____

Department Chair/Minor Coordinator (Print Name): _____

Sign: _____ Date: _____

College/School Undergraduate Office: _____ Date: _____

Advisor Notes: _____

Please note:

1. Department signatures must be obtained before submitting to your advisor for final approval.
2. Students must earn a **C or better** for credits to transfer (this grade is not factored into your SU GPA).
3. Courses taken at SU cannot be repeated elsewhere to replace the grade.
4. You may not transfer credits if the same or duplicate course has been completed at Syracuse University.
5. Matriculated students are limited to transferring in a total of 12 credits.
6. Whitman will not accept transfer credit from institutions outside the United States.
7. An **official** transcript must be sent to Whitman advising for credit to be posted:

Electronic Transcripts* can be sent to:
whitmanadvising@syr.edu

*Previously downloaded or forwarded transcripts will not be accepted.

Hard copies can be mailed to:
Whitman Undergraduate Programs
721 University Ave, Suite 215
Syracuse, NY 13244