



Petition for Transfer of Credit

Please complete the information requested below and attach 1) the Official Transcript showing the grade received for the course (only attach if the Official Transcript is not already on file with Office of Student Affairs), 2) the course description, and 3) the course syllabus.

Note: If you are seeking an Exemption from a required course in addition to a transfer of credit, a separate Exemption from a Required Course or Degree Requirement Petition must be submitted. Please note that approval of an Exemption does not decrease the minimum number of course credits (16) required for the Master of Science degree.

Student: _____ **Student ID:** _____

Course Number and Title: _____

University/Department: _____

Semester and Year Taken: _____

Grade Received: _____

Credits Received: _____

Official Transcript: attached already on file in Office of Student Affairs

Course Description: attached

Course Syllabus: attached

I certify that none of the above courses have been counted toward any other degree.

Student Signature **Date** _____

Academic Advisor Signature **Date** _____

Expert Faculty Signature **Date** _____

After completing the information requested above, to obtain approval from the Academic Dean for Education, please submit this petition to the Office of Student Affairs, Jaharis 123. If approved, the transferred course will be added to your academic record/transcript in SIS.

Academic Dean for Education **Date** _____