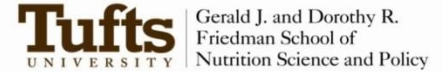


If you are a MAC user, you cannot fill this form out electronically.  
Please print out a hard copy to fill out and submit.



### Petition for Transfer of Semester Hour Units (SHUs)

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 SHUs, 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 SHUs (48) required for the Master of Science degree.

**Student:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Course Number and Title:** \_\_\_\_\_

**University/Department:** \_\_\_\_\_

**Semester and Year Taken:** \_\_\_\_\_

**Grade Received:** \_\_\_\_\_

**Credits/SHUs 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, 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** **Date** \_\_\_\_\_