

Petition to Take Courses at Another College

100 Seymour Road, Utica, New York 13502

This form is to be used to request permission to take a course at another college or for credit by exam. To ensure transfer of credit, this form must be completed and approved before you take the course. NOTE: A copy of the course description from the transfer college must accompany this form.

Name: _____ Major: _____

Address: _____ SUNY ID #: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-Mail: _____ Date: _____

Name and location of college where course will be taken: _____

What type of college is this? 2 year 4 year Examination (CLEP, DANTES, etc.)

Semester and year course will be taken: Summer Fall Spring Year: _____

Anticipated date of graduation: May August December Year: _____

Transfer of Credits: Approval of transfer credit will be based on the applicability of the course towards the student's degree requirements and successful completion of the course with a grade of "C" or better ("B" or better for graduate level). Credit will be awarded for CLEP, DANTES, etc. based upon SUNY Poly's acceptable scores. **It is the student's responsibility to have an official transcript sent to the Registrar's Office at SUNY Poly upon completion of the course.**

Note: While course credits transfer to the Institute to fulfill degree requirements, grades and quality points do not. Your cumulative GPA will not be affected by transfer credit.

Course Name/#	Course Title*	Credits	Apply to program as: (ex: ENG 101)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

***Please attach a copy of the course description from the transfer college.**

Are you repeating a course taken at SUNY Poly? _____ Institute Course Number: _____ Original Grade: _____

----- **DO NOT WRITE BELOW THIS LINE** -----

Chair/Coordinator Approval: Yes No **Signature:** _____ **Date:** _____

Comment: _____

Registrar Approval: Yes No **Signature:** _____ **Date:** _____

Comment: _____

REGISTRAR'S OFFICE	
Transfer Credit	
Lower Div. _____	
Upper Div. _____	
Total _____	

Transcript Received