

**This form is to be used to request permission to take a course at another college or for credit by exam.**

Name: Dan Holmes Major: Civil Engineering Technology  
 SUNY ID#: U00317074 SUNY E-mail: holmesdm@sunyit.edu  
 Name and location of college where course will be taken: Monroe Community College  
 What type of college is this? 2-Year SUNY Community College  
 Semester and year course will be taken: Summer Year: 2019  
 Anticipated date of graduation (see point #8, below): May Year: 2020

**PROCESS:**

1. If you plan to take courses at more than one institution, a separate form must be filled out for each host institution.
2. The faculty of the academic program to which the transfer course will be applied must sign/approve.
3. Faculty will determine course equivalencies. Note that lower division courses at the host institution will not transfer as an upper division course. If approved, it will be transferred as a lower division course and then applied to the degree requirement in Degree Works.
4. Once signed by faculty, forward the form to Registrar with course description(s). If course description(s) is/are not attached, petition will be denied. Petition is not approved until/unless approved by Registrar.
5. Forms will be returned/denied IF: No faculty signature is affixed, course equivalency is blank, or course description is not attached.
6. A copy of the form will be e-mailed to the student's SUNY Poly e-mail account and the Academic Unit. If approved, a note will also be added to the student's Degree Works audit.
7. Upon completion of the course, student must submit an official transcript to the Registrar's Office (paper or electronic).
8. Courses taken in the student's last term may delay awarding of the degree if an official transcript is not received by the deadline.

**POLICY** (Full transfer policy is published in the Catalog):

1. Approval of transfer credit will be based upon 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, which are published in the Catalog.
2. Transfer credit will not affect your GPA at SUNY Poly. If you received a failing grade at SUNY Poly, transfer credit will not improve your GPA. If you passed the course at SUNY Poly, but didn't receive the minimum grade required, the course will transfer for zero credits.
3. The total number of credits a student may transfer is limited by academic policy.

**CROSS-REGISTRATION:** Do you plan to Cross-Register/use the SUNY Financial Aid Consortium?  Yes  No

- To submit a request, go to [suny.edu/crossregister](http://suny.edu/crossregister) and fill out the online form after this form is approved by Registrar.
- Academic approval to transfer a course does not guarantee a corresponding approval to cross-register.

HOST INSTITUTION COURSE INFORMATION			Apply to student's program of study at SUNY Poly as:	Registrar Use
Course Subject/# (Ex: MA151)	Course Title (Ex: Calculus I)	# Credits	(List either the SUNY Poly course equivalent or the name of the requirement in Degree Works):	
1. SPC 141	Interpersonal Speech Comm	3	COM 200	
2. <a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	

Are you repeating a course taken at SUNY Poly?  No  Yes - Course: [Click here to enter text.](#) Original Grade: \_\_\_\_\_

----- STUDENT IS NOT TO WRITE BELOW THIS LINE -----

Program Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____ Date: _____ Comment: <a href="#">Click here to enter text.</a>	<b>Summary of Prior Transfer Credit</b> (NOT including course(s) listed above) Lower Div. _____ Upper Div. _____ Total: _____
Registrar Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____ Date: _____ Comment: _____	