

Alfred University

Petition for Study at an Accredited Institution Other Than AU

Students are expected to complete their degree requirements at Alfred University once they have matriculated (been admitted to a degree program). Students may use this form to petition to take a limited number of courses toward the AU degree at another accredited U.S. college or university. **Advance permission is required from the Dean if a course is to be considered for transfer credit toward the bachelor's degree; retroactive petitions will not be considered. Normally students must be in good academic standing to receive this permission.**

Important Information Concerning Transfer Credits

- Credit is given for courses approved by the Dean if they are passed with a grade of C, P, or better.
- Credit transferred from other institutions is never included in the calculation of the Alfred University grade point average (GPA). This means:
 - If the transfer course repeats work previously passed at Alfred University, credit for the course will *not* be transferred and it has no affect on the AU GPA.
 - If the transfer course repeats work previously failed at AU, the transfer *credit only* will be added to the record, but this does not affect the GPA. (A grade earned at Alfred University remains in the GPA unless repeated at AU.)
- An official transcript from the other school must be received within six months of completion of the coursework and be sent to: Registrar, Alfred University, One Saxon Drive, Alfred, NY 14802.
- It is the student's responsibility to get the approval of the Dean if there are any changes in the courses to be taken. If the student fails to do so, the credits for courses not listed on this form may not transfer.
- Transfer credit limit: The maximum number of semester credit hours transferable toward any AU degree program from all sources combined is 75. This 75-credit-hour maximum applies to transfer credit earned both before and after admission to an AU degree program.

Instructions: Complete both sides of this petition form legibly, have it signed by your advisor and appropriate faculty member(s), and then submit the completed petition to the Office of the Dean of your College/School at least two weeks prior to the start of the course. Allow at least two weeks for the petition to be considered. All communications relevant to this petition will be sent to students via Alfred University email.

Student Information:

ID#	Name (last, first, middle initial)	College/School
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For what term(s) are you requesting approval to study away from AU?

Year _____ Term: Summer Fall Spring

At what institution do you plan to study?

Name of College or University

City and State

Planned Program of Study

Do not submit this form to the Dean's Office until each task is done and checked off:

- On the other side of this form list the courses you plan to take, including *the course number and title*, the credit hours, and the equivalent AU course or the specific requirement to which the course is expected to apply (major, minor, an area of general education, the Global Perspective or PE requirement, or elective credit only).
- Attach a course description for each requested course. These can be copied from a printed catalog issued by the other school or printed from the other school's catalog on the web.
- Written approval of your advisor and appropriate faculty or your Dean is required for each course.
- If this petition is for summer study, specify the length of the summer program (in weeks) and how many hours per week the class meets:

(Continued on other side)

Course(s) to be Taken Away from AU				Equivalent AU Course or Degree Requirement			
Course# ¹	Course Title ¹	Hrs ¹	DL ²	Course# ³	Course Title or AU Degree Requirement ³	Hrs ⁴	Advisor Approval ⁵
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

¹ Provide the other institution's course number, title and credit hours for each course.

² Check the box if this is a Distance Learning course (taught online or otherwise offered by distance learning)

³ List the equivalent AU course by number and title. If it is not equivalent to a specific AU course, describe the degree requirement to which it applies, for example: General Education Area D; required technical elective; upper-level art history; or similar. See your academic advisor and/or your division/program chair for guidance.

⁴ The maximum number of credit hours that will be transferred to AU is the number of equivalent semester credit hours assigned to the course at the other school.

⁵ This Approval means the student and advisor have discussed equivalent courses and application to degree requirements. The Dean or designee makes the final decision.

- Briefly explain the relevance of these courses to your program of study at Alfred University and the reasons you wish to take these courses at an institution other than Alfred University

Student's Signature	Date
Dean	Date

For Internal Office Use Only

Rec'd Date _____

Student Standing _____

Follow-up Letter Date _____

Copy to Registrar/Student's File

Official Transcript Rec'd Date _____

Notes: