

Alfred University

Petition to Review Course/s already Articulated to Student's Record.

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.)
- It is the student's responsibility to get the approval of the instructor of the course, the advisor and the Dean in order for the courses to be reviewed and posted to your record.
- Transfer credit limit/Residency requirement: 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. Undergraduate students must complete at least 45 credit hours in residence at Alfred University. (For students admitted or last readmitted prior to Fall 2011, the requirement is 30 credit hours in residence at AU.) "In residence" means courses offered by Alfred University on campus, at an extension site, or through distance education. All students must complete their final 30 semester

Instructions: Complete both sides of this form, 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. All communications relevant to this petition will be sent to students via Alfred University email.

Student Information:

ID#	Name (last, first, middle initial)	Chosen Name	College/School
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Term course was taken at previous University?

Year _____ Term: Summer Fall Spring Winter

At what institution did you take the course(s) to be reviewed?

Name of College or University

City and State

Planned Program of Study

- On the other side of this form list the courses you would like reviewed, 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 and syllabi. 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 appropriate faculty or your Dean is required for each course.

(Continued on other side)

Course(s) to be reviewed				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	Appropriate Faculty 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; general elective, 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 The appropriate AU Division Chair or Program Director in the academic discipline in which the course is offered must approve transferability.

Briefly explain the relevance of these courses to your program of study at Alfred University and the reasons you wish to have these courses re-evaluated:

Student's Signature	Date
Advisor's Approval	Date
Dean	Date

For Internal Office Use Only

Rec'd Date _____

Student Academic Standing _____

Follow-up Letter Date _____

Copy to Registrar/Student's File Notes:

Official Transcript Rec'd Date _____