

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 may not be approved. 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 is not allowed for any online Foreign Language or English course; nor any online science labs such as Chemistry or Physics.
- 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/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 credit hours in residence. (Students who have met the residency requirement and who need no more than eight semester credit hours to complete degree requirements may petition the Dean for permission to complete the remaining requirements elsewhere.)

Instructions: Complete both sides of this form. Work with your advisor for appropriate degree requirements and have them sign the form. 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. 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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For what term(s) are you requesting approval to study away from AU?

Year _____ Term: Summer Fall Spring Winter

At what institution do you plan to study?

Name of College or University

City and State

Planned Program of Study

- 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.

(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	Comments/Chair Approval
			<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 Work with your advisor to review your degree audit to be sure the courses you are requesting to take, are courses need for your degree requirements.

- 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	Student's Typed Name	Date
Advisor's Approval	Advisor's Typed Name	Date
Dean	Dean's Typed Name	Date

This completed and signed form will be sent to the Registrar's office. Registrar staff will complete transfer of courses to the student's record once an official transcript has been received. It is the student's responsibility to request an official transcript from the above institution be sent to the Office of the Registrar.

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