

Harpur College Transfer Credit Petition **MAJOR or MINOR requirements**

Part A: To be completed by Student

Student Name:

B-Number:

Institution offering the course(s):

Semester of Attendance (ex: Fall 2018):

The coursework is (mark appropriate choice with an X):

Future coursework Already appearing on my record

College Type (mark appropriate choice with an X):

United States College Study Abroad/International College

Have you checked to see if the course you wish to take is on the transfer tables?

<https://www.binghamton.edu/admissions/apply/transfer/coursework.html>.

Yes

*If not, please review the tables prior to submitting your petition. If the course you wish to take appears on the tables, it will transfer as indicated. Do NOT submit a petition.

Transfer Course Information

Course Number and Title	Credit Hours	Online course?	Repeated Course?

By typing my name below, I signify that I have read and understand the Harpur College Transfer Credit Policy and the policy on duplicate course work. I understand that courses must comply with Harpur College Transfer Credit Policy in order to transfer.

Student Signature:

Email Address:

Student Instructions:

1. **Before submitting coursework for consideration, please review the [transfer course equivalency tables](#).** If the course you wish to take appears on the tables, it will transfer as indicated. Do NOT submit a petition.
2. Review [Harpur Transfer Guidelines and Policies](#).
3. Complete Part A of this form.
4. Once you have completed Part A, please email this form to the [appropriate academic department](#) for review. In your email, please explain the nature of your request (i.e, how you would like each course to count in your major and/or the course equivalency you are hoping to receive). If you have access to a course description and/or syllabus, please include that in your email.
5. Once Part A & B are complete, the academic department should email this petition to Harpur Academic Advising at harpuradvising@binghamton.edu. **Please note: Harpur Advising must receive this petition directly from the academic department.**

*Please note, if you are taking international coursework, you may be required to submit a WES or ECE evaluation of your courses. Please read the information [here](#).

Part B: To be completed by an Academic Dept Representative ONLY

Approved	Denied	BU equivalency and/or requirement to be fulfilled

Dept. Representative :

Date:

Comments: