

PETITION TO TAKE COURSES AT ANOTHER INSTITUTION

Name:

BU ID number #

Address:

Major:

Credits completed:

Institution	Course Name & Number	Course Title	Credit Hours	SOM Requirement to be Satisfied	Semester	Approved	Denied

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1. This form is for use by SCHOOL OF MANAGEMENT students only.
2. You must petition all coursework you wish to take at another institution.
3. **Complete all information requested. Provide a catalog description for each course.** Syllabi are required for all upper-level management courses not being taken at other AACSB-accredited universities.
4. A minimum of 50 percent of all business credits must be taken at Binghamton University.
5. Have an official transcript sent to the address at right when coursework is completed. Credit will be granted for approved coursework upon receipt of an official transcript showing grades of C or better.

SEND TRANSCRIPTS TO:

Advising Office
School of Management
Binghamton University
PO Box 6000
Binghamton, NY 13902-6000

COMMENTS:

To the Registrar:

The above-named student has permission to enroll at your institution for the coursework approved above. Credit will be granted at Binghamton University upon successful completion as defined in note 5 above. The student is currently in good standing.

Date:

Advisor:

DISTRIBUTION: white: advisor yellow: student file pink: student gold: other institution