

**PETITION TO TAKE COURSES AT ANOTHER INSTITUTION**

Date: \_\_\_\_\_ B#: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Institution	Course Name	Course number	Credit Hours	Requirement to be satisfied	Term	Approved	Denied

**NOTES:**

1. This form is for use by Department of Human Development 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.
4. Have an official transcript sent to the **address listed** when coursework is completed. Credit will be granted for approved coursework upon receipt of an official transcript showing grades of C or better.

**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 4 above. The student is currently in good standing.

Academic Adviser's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution:     Binghamton Registrar                      Department of Human Development                      Student

**SEND TRANSCRIPTS TO:**

Submit electronically, or by mail to:  
 Binghamton University  
 Office of Undergraduate Admissions  
 P.O. BOX 6001  
 Binghamton, NY 13902-6001