

Part 1  
*Syracuse University*  
*Graduate Scholar Exchange Program*

Name \_\_\_\_\_ SUID# \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

My program of study and degree title are \_\_\_\_\_  
(e.g. PhD Anthropology)

I would like to take a course at: (check one)

Cornell University     University of Rochester

The course is taught during the  Fall  Spring semester of \_\_\_\_\_ (year).

I have read the terms of the program on page two of this application \_\_\_\_\_  
(student signature and date)

**COURSE INFORMATION**

Prefix	Number	Section	Credits	Title	Instructor
_____	_____	_____	_____	_____	_____

**APPROVAL SIGNATURES** *Please note policies on page two of this application*

**Advisor:** I recommend the above student as a matriculated graduate student in good standing to participate in the Graduate Scholar Exchange program. This graduate course is not available at Syracuse University and is appropriate to and required by the student's program of study.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor:** This student has my permission to register for this course through the Graduate Scholar Exchange Program. This course is a graduate level course. (Pass/Fail grades and audits are not permitted.)

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this form to Graduate Scholar Exchange- Graduate School, 304 Lyman Hall, Syracuse University, Syracuse, NY 13244; phone: (315) 443-4145, or email: [gradschool@syr.edu](mailto:gradschool@syr.edu)

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**Part 2:**

Syracuse University Graduate School signature \_\_\_\_\_ Date \_\_\_\_\_

Host Institution Graduate School signature \_\_\_\_\_ Date \_\_\_\_\_

*Revised 9/16*

## **Syracuse University Graduate Scholar Exchange Program Policies and Procedures**

This program makes it possible for matriculated graduate students to take advantage of special courses, seminars, laboratory facilities, library resources, and research opportunities that are not available through their home school. The participating institutions are Syracuse University, Cornell University, and the University of Rochester.

**Payment.** Tuition is charged by your home school. The school offering the course will charge only special course fees. SU students may apply scholarship or fellowship tuition to these courses.

**Registration.** You are registered at both schools for the course. Participation during the summer semester is not typically approved. Upon approval, you will receive special registration instructions.

**Transcript Notation.** The course appears on the transcript of your home school with a grade. The SU transcript uses the following two course prefixes to designate the school of instruction: COR or UOR. Your grade will be calculated into your GPA on the SU transcript.

**Signatures.** Your advisor must approve the course as one that is appropriate to and required by your program of study. By signing approval, the advisor acknowledges that the course does not duplicate one offered by SU. The course instructor must sign to approve your taking the course. By signing, the instructor verifies that the course is graduate level and will be graded on a letter scale. No pass/fail grades or audits are permitted.

Each course is approved on an individual basis. SU students may participate in the program for up to nine credits. Typically, only one course per semester is approved.

### **Application and Registration Process**

1. Fill in the application information in part 1.
2. Obtain the signature of your advisor and the course instructor before submitting the application to the attention of Graduate Scholar Exchange-Graduate School, 304 Lyman Hall.
3. You will receive notification of approval and instructions to register.
4. Notify Graduate Scholar Exchange-Graduate School ([gradschool@syr.edu](mailto:gradschool@syr.edu)) that you have registered for the course at the host institution. Do not register for this course at SU; you will be registered after you send notification of successful registration at the host institution. This is the only way the course will appear on your SU transcript.
5. At the completion of each term, you must arrange for an official transcript from the host school (Cornell or University of Rochester) to mail an official transcript to Graduate Scholar Exchange- Graduate School. Make sure a grade has been posted before ordering the transcript.

Begin early! Students are advised to begin the application process at least six weeks before registration. Late registration fees apply.

Participation in this program is not guaranteed and all participating institutions have the right to accept or reject students as they deem appropriate.

Direct all requests and inquiries to:

Graduate Scholar Exchange-Graduate School  
Syracuse University  
304 Lyman Hall, Syracuse, NY 13244  
t:(315) 443-4145; e: [gradschool@syr.edu](mailto:gradschool@syr.edu)

Visit the SU Graduate School website for additional information:

<http://gradsch.syr.edu>