

## **APPLYING FOR UPPER DIVISION TRANSFER CREDIT IN ETS**

### **GUIDELINES**

You may apply for transfer credit for upper division courses taken at other institutions, and to count such courses toward your ETS major at Syracuse University. For a course to receive transfer credit, it must be the equivalent to an upper division ETS course in its reading and writing requirements.

To apply for transfer credit for an upper division course, you must submit a syllabus that demonstrates that the course meets the following criteria:

1. The course must fit appropriately under an existing course number and title in the ETS curriculum.
2. The reading load for the course must be the equivalent of an upper division ETS course offered at Syracuse University.
3. The contact hours with the instructor must be equivalent to the contact hours required for three credits by Syracuse University.
4. The writing assignments must require a minimum of 15 pages of critical writing which will be graded and commented upon by the instructor. At least one assignment must require you to write a paper 5 pages or longer.

Syllabi submitted for approval must include a detailed schedule of reading and writing assignments.

We encourage students considering applying for transfer credit to submit syllabi for consideration *before* signing up for and taking a course at another university. While we cannot officially approve transfer credit in advance, we can advise you on whether or not a course will be likely to meet our requirements.