

Petition for Exception in Credit Transfer Policy

Date: [Insert Date]

To: [Insert Name]

[Insert Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Insert Name],

I hope this message finds you well. I am writing to formally petition for an exception to the current credit transfer policy at [Institution's Name]. I am currently enrolled in [Your Program/Department] and am seeking to transfer credit for courses I completed at [Previous Institution's Name].

The courses I would like to transfer are as follows:

- [Course Title 1] - [Credit Hours] - [Grade]
- [Course Title 2] - [Credit Hours] - [Grade]
- [Course Title 3] - [Credit Hours] - [Grade]

I believe these courses are equivalent to the offerings at [Institution's Name] based on the following grounds:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

Additionally, I have attached documentation to support my petition, including course syllabi, transcripts, and any other relevant information for your review.

I understand that the current policy is in place for valid reasons, but I respectfully request your consideration of my situation. I am confident that these credits will enable me to progress in my studies and achieve my academic goals more efficiently.

Thank you for taking the time to consider my petition. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]
[Your Program/Department]