Geneseo
State University of New York
College at Geneseo, 1 College Circle
Geneseo, NY 14454
Fax 585-245-5032 Phone 585-245-5541

Geneseo Approval for Courses at Another College

Date: _____

Name: _____
Last First

Geneseo ID Number G00 _____

Home Address
Street _____

City, State _____
Zip
Phone _____

Local Address
Street _____

City, State _____
Zip
Phone _____ Email _____

Transfer College: _____
(Name and location of college where courses will be taken)

Courses will be completed during:
Fall 20_____ Intersession 20_____
Spring 20_____ Summer 20_____

Anticipated graduation date: _____

Major: _____

OTHER COLLEGE (Note: Course must be a credit-bearing course at an accredited institution) Course # (ex: PSY 100)	Course Title	GENESEO Course # (ex: PSYC 100)	Repeat*	Credits	Major	Minor	General Ed	Concentration	Elective	APPROVAL FROM MAJOR/MINOR/CONC. DEPARTMENT (required if course is to fulfill major, minor or concentration requirement)
1										
2										
3										
4										
5										

INSTRUCTIONS ON BACK – PLEASE READ!

Please note: To ensure appropriate transfer of credit and to avoid payment of late registration fee, you must have this form approved before you take the course(s). Students who expect to transfer credit for courses taken at other colleges must have at least a 2.0 cumulative GPA at Geneseo. See directions, on the back of this form, regarding this form and sending transcripts of completed work.

*Are you repeating a course? _____ Geneseo Course Number _____ Original Grade _____
(Note: successful completion of an approved transfer course will not replace the Geneseo grade, but can satisfy requirements for major, core, etc.)

Are you requesting a waiver of the requirement that the last 12 hours of credit must be taken in residence at SUNY Geneseo?
☐ Yes ☐ No If yes, attach an explanation of reason for the request.

THIS SECTION TO BE COMPLETED BY OFFICE OF THE DEAN OF CURRICULUM & ACADEMIC SERVICES

Cum GPA _____

Major _____

Total Credits _____
(Geneseo _____ Transfer _____)

2nd major/minor/concentration _____

_____ Permission is granted to waive requirement that last 12 hours be taken at Geneseo

_____ Conditional permission is granted to transfer courses pending student's reaching 2.0 cumulative GPA by the end of Fall semester _____; Spring semester _____

_____ Permission is granted to transfer the above courses to Geneseo

Date: _____

05/12

INSTRUCTIONS:

Transfer Credits:

A maximum of 90 semester hours may be transferred to Geneseo, including a maximum of 60 hours from a two-year college. In order to guarantee transferability of courses, you must earn a minimum grade of C-. The course must be credit bearing and must be reported on an official transcript from an accredited college. While course credits transfer to Geneseo, grades and quality points do not. Geneseo grade point average will not be affected by transfer credit. Geneseo will not accept transfer credit for courses taken on a Pass/Fail or Satisfactory/Unsatisfactory basis.

Department Approval:

The Department Chair/Coordinator must approve courses in your major, minor or concentration. For courses not found in the databank, take catalog descriptions with you so that the Chair will be able to judge the equivalency of courses. After that, you must bring the form to the Office of the Dean (Erwin 106). For approval of core courses or electives, you may bring this form directly to the Dean's Office.

International Students:

Waiver of the SUNY Geneseo residency requirement could result in your losing valid F-1 student status. All benefits of F-1 status (employment, travel, etc.) would be revoked. Confer with the International Student Services staff before requesting a waiver of the residency requirement.

Transcripts:

You must request in writing that the other college send an official transcript (after final grades are posted) to the Registrar's Office at Geneseo (Erwin 102).

Last Hours Off-Campus:

If you have applied to take your last hours off-campus and will not be registered at Geneseo during the Spring of Fall semester, a Leave of Absence must be requested through the Office of Enrollment Services in Erwin 221, phone (585) 245-5619. This will preserve your curriculum requirements, and registration privileges if it becomes necessary for you to return to Geneseo.

If you have questions about transferring credit, contact the Dean's Office in Erwin 106.