Office of Graduate Studies – Course Approval Form

→ **(PRIOR** approval **REQUIRED** if you are enrolled in a Geneseo Graduate Program)

Name: _____ ID#: _____
(Last) (First)

Address: _____
(Street) (City) (State) (Zip)

Transfer College: _____
(Name and Address of college at which course will be or has been taken)

Graduate Degree Program enrolled in: _____
(curriculum and concentration)

Please Note:

1) You must request in writing that an official transcript be mailed to Geneseo from the other college upon completion of the course. Transcripts should be sent to: **Graduate Office, Erwin 106; SUNY Geneseo; 1 College Circle; Geneseo, NY 14454**
2) You must attach a course description from the college catalog from which the course was earned.
3) A maximum of 12 credit hours (6 hours of workshop credit) may be transferred into the Masters Program. A minimum grade of "B" must be earned. While course credits transfer to Geneseo, grades and quality points are not computed in the graduate cumulative average.

Other College Course Number	Geneseo Course Number	Course Title	# of hours	Grade	Dates Course Taken

To be used for: (please check one)

☐ Meet a requirement ☐ Elective

Comments/Rationale (if needed):_____

_____ _____
Student Signature Date

_____ _____ ☐ Approved ☐ Denied
Departmental Signature Date

_____ _____ ☐ Approved ☐ Denied
Dean of the College Date

Comments:_____

Date Recorded on Transcript: _____