

Geneseo Pre-Approval Form for Courses to be taken at Another Institution

Name: _____ <div style="text-align: center;">Last First</div> Address: _____ _____ Phone: _____	G-Number: <u>G00</u> Email: _____ Today's date: _____	FORM B for courses that apply to your MAJOR, MINOR or CONCENTRATION
Major: _____ Course will be completed during: Anticipated graduation date: _____ Fall 20____ Intersession 20____ Transfer College: _____ Spring 20____ Summer 20____ Course listed in the KnightWeb Transfer Articulation Databank? Y__ N__ If not, have you included syllabus and course description for the course: Y__ N__		

____ I am submitting this form **BEFORE** taking the course. This form may be voided if submitted after the course
 (initial) has been completed.

____ I have checked my records and determined that the course will fulfill the requirement. Refer to the program
 (initial) description in the Undergraduate Bulletin. Please check with your advisor if you have questions or concerns.

Is this a repeat course? Y__ N__ If yes, Geneseo Course Number _____ Original grade at Geneseo: ____

____ I understand that successful completion of an approved transfer course will not replace the original Geneseo
 (initial) grade, but can satisfy requirements for major, minor, concentration and general education.

A maximum of 90 semester hours may be transferred to Geneseo, including a maximum of 60 hours from a two-year college.

Do you already have credits transferred from a two-year college? Y__ N__ If yes, number of credits: ____

Do you already have credits transferred from a four-year college? Y__ N__ If yes, number of credits: ____

OTHER COLLEGE			GENESEO TRANSFER COURSE		
Subject & Course #	Cr	Course Title	Course #	Cr	Department Approval & Signature
					Y __ N __
					Y __ N __
					Y __ N __
					Y __ N __

THIS SPACE FOR OFFICE USE

Cumulative GPA: _____ Total credits: Geneseo ____ TSF ____ 2nd major/minor/conc _____

Permission is granted to transfer the above course(s) to Geneseo: Y__ N__

Signature: _____ Date: _____

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, please obtain a course syllabus for the Dept. Chair / Coordinator to review for approval & articulation. Once approved, please bring the completed, signed form to the Advising Office in Erwin 106 or email to advising@geneseo.edu.

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 12 credits Off-Campus:

If you have applied to take your last 12 credits off-campus and will **not** be registered at Geneseo during the Spring or Fall semester, a Leave of Absence must be requested through the Office of Enrollment Management in Erwin 105, phone (585) 245-5463. 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 Office of Advising in Erwin 106 at 585-245-5541 or email advising@geneseo.edu.