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.

<table>
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<tr>
<th>Other College Course Number</th>
<th>Geneseo Course Number</th>
<th>Course Title</th>
<th># of hours</th>
<th>Grade</th>
<th>Dates Course Taken</th>
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To be used for: (please check one)

☐ Meet a requirement       ☐ Elective

Comments/Rationale (if needed):________________________________________________________

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_________________________________________  _________
Student Signature                                                                                Date

_________________________________________  _________
Departmental Signature                                                                        Date

☐ Approved  ☐ Denied

☐ Approved  ☐ Denied

Dean of the College                                                                            Date

Comments:___________________________________________________________________________________

Date Recorded on Transcript: [ ]

Graduate Studies Office ~ Erwin 106 ~ SUNY Geneseo ~ 1 College Circle ~ Geneseo, NY 14454 ~ (585)245-5855

9/05