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

Name: ___________________________ Last First
Address: ____________________________________________________________
Phone: ____________________________________________________________
G-Number: _G00________
Email: __________________________
Today’s date: ____________

Major: ____________________________________________
Anticipated graduation date:_________________________
Transfer College: __________________________
Course will be completed during:
Fall 20____  Intersession 20____
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 has been completed.
____ I have checked my records and determined that the course will fulfill a Gen Ed requirement. Refer to the policies on Gen Ed 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 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: ______

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<th>OTHER COLLEGE</th>
<th>GENESEO</th>
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<tbody>
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<td>Course #</td>
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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: _______________

Revised: 07/2020
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:
Department approval is not needed for Gen Ed courses, so please do not submit this form to your major department. For approval of Gen Ed courses or electives, please bring this form directly to the Dean’s Office in Erwin 106.

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 of Fall semester, a Leave of Absence must be requested through the Office of Enrollment Services in Doty 312, 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.