

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 A for Gen Ed and Elective courses
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 a Gen Ed requirement. Refer to the policies
 (initial) 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,
 (initial) 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	Subject & Course#	Cr	Gen Ed category

<u>THIS SPACE FOR OFFICE USE</u>	
Cumulative GPA: _____ Total credits: Geneseo ____ TSF ____ 2 nd major/minor/conc _____ Permission is granted to transfer the above course(s) to Geneseo: Y___ N___ <div style="text-align: right;"> Signature: _____ Date: _____ </div>	

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 Office of Advising in Erwin Hall Rm. 106 or email completed form 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.