

PRIOR APPROVAL FOR TRANSFER CREDIT

State University of New York, College at Oneonta
 Academic Advisement Center
 100 Netzer Administration Building
 Oneonta, New York 13820
 Phone: (607) 436-3390 Fax: (607) 436-3392

Please Print Clearly and Firmly:

	TODAY'S DATE
NAME	STUDENT I.D. NUMBER
LOCAL ADDRESS	EXPECTED GRADUATION DATE (MONTH/YEAR)
CITY STATE ZIP	MAJOR(S) CONCENTRATION

POLICIES:

- * Students may take course work at another college provided they receive prior approval. Approval must be received prior to registering for the courses. If courses are to be taken during a Fall or Spring semester, students must complete an Academic Leave of Absence Form.
- * Two Year Schools: Students may take course work at a two year school provided the total credits earned, including those for prior approval, do not take the student's total credits over 66, unless the course is a 100 level required course in the major, minor, concentration, related work, or General Education. Grades of "C" or better are required for transfer credit to be awarded.
- * Four Year Schools: Students may take 100, 200, or 300 level approved courses. Grades of "C" or better are required from non-SUNY schools for transfer credit to be awarded.
- * In considering transferring courses to the College at Oneonta, students are reminded they must adhere to College residency policies: 1/2 of the major (and 1/2 of a minor if applicable) must be completed at Oneonta; 30 of the last 60 credits must be completed at Oneonta; and a minimum of 45 s.h. must be completed at Oneonta.

PROCESS:

1. Attach a copy of your advisement document to this form.
2. Complete the top of the form, and complete items A–M. Use one form per school.
3. **Bring the form and all course descriptions to 100 Netzer for review.** Academic Advisement will approve courses if they have previously been evaluated by departments and match the needs of the student. If courses have not been previously reviewed or if the student wants to attempt to request a different equivalency be applied, the student will be sent to the appropriate department. **NOTE: Education majors must have this form approved by the Education Department before returning it to 100 Netzer. Courses in the Economics and Business Department may only be approved by that Department. Completed forms must all be returned to 100 Netzer.**
4. Once all courses are approved or disapproved, the completed form is returned to 100 Netzer.
5. Students keep the goldenrod copy, and bring the pink copy to Financial Aid.
6. After courses are completed, students must request that an **official** transcript of the course work be sent from the transfer institution to: Office of the Registrar - 131 Netzer Administration Building - SUNY College at Oneonta - Oneonta, New York 13820
7. Students will be notified by the Registrar's Office when transfer credit from a Prior Approval Form has been awarded.

A. List the total number of credits you have completed and have in progress (<i>refer to your advisement document</i>)	B. How many credits do you plan to complete in the term for this Prior Approval ?	C. Add columns A and B. (A+B=C)	D. List the institution you wish to attend. _____ Name of Institution CEEB# NOTE I: If Column 'C' is more than 66 s.h., you may not go to a two year school unless the courses to be taken are 100 level required courses on your advisement document or in your minor. NOTE II: Business, Accounting, Economics and Communications Studies majors may not take their major courses on-line. Elementary Education majors may not take ANY courses on-line.	E. Identify the term you wish to attend this institution: Summer 20____ Fall 20____ Spring 20____ Winter 20____
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F. I understand it is my responsibility to ensure the courses listed below are ones I never received credit for through Oneonta or other means as I may not receive credit for the same course twice. If I failed a class at Oneonta, I understand taking the class elsewhere does not change my GPA at Oneonta.

Student Signature: _____

G. Transfer Course Subject & Course #	H. Transfer Course Title	I. Credits	J. Equivalent Oneonta Course Subject & Course #	K. Equivalent Oneonta Course Title	L. Equivalent Oneonta Credits	M. Oneonta Attributes	OFFICE USE: Approval Signatures & Date - AAC or Dept. Chairs NOTE: Elementary Education majors must have the approval of the Education Dept. as well.
Exs: BIO 64 ENG 723	GENERAL BIOLOGY COMPOSITION	4 s.h. 3 s.h.	Exs: BIOL 10E COMP 100	BIOLOGY ELECTIVE COMPOSITION	4 s.h. 3 s.h.	LA, NL2 LA, BC2	