

PRIOR APPROVAL FOR TRANSFER CREDIT

SUNY Oneonta - Academic Advisement Center
 100 Netzer Administration Building
 Oneonta, New York 13820
 Phone: (607) 436-3390 Fax: (607) 436-3392

Please Print Clearly:

NAME _____	STUDENT I.D. NUMBER _____
LOCAL OR PERMANENT ADDRESS _____	EXPECTED GRADUATION DATE (MONTH/YEAR) _____
CITY _____ STATE _____ ZIP _____	TODAY'S DATE _____
ONEONTA E-MAIL _____ @oneonta.edu	MAJOR(S) _____ CONCENTRATION _____

POLICIES:

1. Students may take courses at another regionally accredited college or university provided they receive prior approval. Approval must be received prior to registering for the course(s). If courses are to be taken during a Fall or Spring term and the student will not simultaneously be enrolled in Oneonta courses, the student must also complete an Academic Leave of Absence Form.
2. Approval will be considered for those courses needed to meet degree requirements.
3. Students may not attempt to take courses they previously earned credit for at Oneonta.
4. Transfer courses do not affect the Oneonta GPA.
5. Rules regarding the maximum number of enrolled credits per term (18sh fall and spring; 12sh summer) will be applied to prior approval requests. Both Oneonta and transfer courses will be calculated together in applying the maximum credit rule.
6. In considering transferring courses to SUNY 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 45sh must be completed at Oneonta.
7. A grade of C (2.00) or higher is required for transfer of post-matriculation credit.

PROCESS:

1. Complete the top of the form, and complete items A–K. Use one form per school.
2. Look at the Course Equivalency tool on the Academic Advisement web page to see if the course has an equivalency.
 - A) If it is equivalent to the course you wish to take, bring the completed form to Academic Advisement.
 - B) If the course is not equivalent to the course you need, bring the form and a course description to Academic Advisement. If a student wants a new or different equivalency, Academic Advisement will determine if it can make the decision or whether the student needs to meet with an academic department Chair for a course review and/or substitution.
3. Once all courses are reviewed (approved or denied), the completed form is returned to 100 Netzer. Students will receive a copy of the form.
4. 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 130 Netzer Administration Building SUNY Oneonta Oneonta, New York 13820
5. Students will be notified by the Registrar's Office when transfer credit from an official transcript (as approved on a Prior Approval Form) has been awarded and applied to the student's record.

A. Identify the term (fall, spring, summer, winter) and year you wish to attend this institution:
 TERM: _____ YEAR: 20 _____

B. How many credits do you plan to complete in the term for this Prior Approval (all Oneonta and all Prior Approval coursework combined)?

C. List the institution you wish to attend. The CEEB code is next to the school's name in the Course Equivalency table.
 _____ Name of Institution _____ CEEB # _____

D. I understand it is my responsibility to ensure the courses listed below are ones I never received credit for through Oneonta or through other means as I may not receive credit for the same course twice. If I failed a course at Oneonta, I understand taking the course elsewhere does not change my GPA at Oneonta. I also understand that taking coursework via Prior Approval does not guarantee it will be covered by financial aid, and that taking coursework in this manner may affect my eligibility for aid in the future.

Student Signature: _____ Date: _____

E. Transfer Course Subject & Course #	F. Transfer Course Title	G. S.h.	H. Equivalent Oneonta Course Subject & Course #	I. Equivalent Oneonta Course Title	J. Oneonta s.h.	K. Oneonta Attributes	OFFICE USE : Reviewers' Signatures - AAC and/or Dept. Chairs	AAC USE: DAC = course is required and can be considered for aid (Y or N)	AAC USE: Approved (A) or Denied
Exs: BIO 64 ENG 723	GENERAL BIOLOGY COMPOSITION	4 sh 3 sh	BIOL 10E COMP 100	BIOLOGY ELECTIVE COMPOSITION	4 sh 3 sh	LA, NL2, NS3 LA, BC2, BC3			

AAC Reviewer: _____ NOTES: (if needed): _____