

Office of the Registrar 1419 Salt Springs Rd Syracuse, NY 13214

Phone: (315) 445-4456

APPROVAL TO TAKE LIBERAL ARTS AND SCIENCES CORE COURSES AT OTHER COLLEGE OR UNIVERSITIES

- 1. Before you register for courses at another institution, please remember: The course you wish to take must cover the same content as the Le Moyne core requirement, provide the opportunity for oral discussion or class presentation, and have a significant writing component (e.g., several short papers or one major paper). If the college is outside New York State, provide evidence (e.g., a statement from the college catalogue) that the college is regionally accredited. The Core Curriculum Director seldom approves external courses to satisfy the 400-level core seminar requirement.
- 2. Complete a copy of this form and attach a catalogue description of the course. Present the signed form to the Le Moyne College Registrar's Office. Ask for a copy for your records.
- 3. Once the Le Moyne College Registrar's Office receives an official transcript, the transfer credits you earned will appear on your Le Moyne transcript:
 - (1) You must receive a C- grade or better.
 - (2) Only credits transfer; your course grade does not affect your Le Moyne GPA.
 - (3) If you earn an "F," you must repeat the course at Le Moyne to satisfy the academic forgiveness policy.
- 4. If you take courses at other colleges or universities without approval and the courses descriptions are not equivalent to core courses, you may find that your credits do not transfer.

Nama	Please supply the following i		
Maior(s):		Graduation Year:	
Major(s):College/University you will attend:		Semester/Year you will attend:	
Courses to be Approved (ex. PHI 227)	Course Title (Description attached)	For Director Only: Core requirement satisfied	
Approved:Core Curriculum Di	rector	Date:	
REGISTRAR'S OFFICE USE OF		DATE	