

TRANSFER COURSE APPROVAL: MAJOR, MAJOR SUPPORT, AND ELECTIVE COURSES

1. This form must be submitted to the Registrar's Office *before* you register for your course(s) elsewhere. In order to receive departmental approval, you will need to submit a catalog description of the course and a description of the Le Moyne course you wish to fulfill to your Department Chair.
2. If your Department Chair signs this form and approves your transfer courses, you must then take this form to Le Moyne College's Registrar's Office (GH 212). Please ask for a copy for your own records.
3. Upon completion of the course(s), an official transcript must be send directly to the Registrar's Office at Le Moyne College from the institution where the coursework was taken.

IMPORTANT:

- Transfer credit must be completed at a regionally accredited college or university.
- Transfer credit will be awarded if you have achieved a grade of "C-" or better.
- This course will not affect your GPA at Le Moyne College.
- If an "F" grade is received in a Le Moyne course, the course must be repeated at Le Moyne College and cannot be replaced with transfer credit.
- Any transfer credit that did not receive prior approval may not transfer into Le Moyne College.

Please supply the following information

Name: _____ Student ID#: _____

Major(s): _____ Graduation Date (mm/yy)_____

<i>College/Univ. you will be attending</i>	<i>Semester attending (ex. Fall 2013)</i>	<i>Course(s) to be Approved (ex. PHI 227)</i>	<i>Course Title (Description attached)</i>	<u>For Dept. Chair Only:</u> <i>Major requirement satisfied</i>

Approved: _____ Date: _____
Chair of Major Department

REGISTRAR'S OFFICE USE ONLY:

DATE REC'D: _____ DATE PROCESSED: _____ INIT.: _____