

LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. JESUIT.

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

For approval to take major courses, major support courses, minor courses, and free elective courses, please contact your department chairperson

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.

Please supply the following information

Name: _____ 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: Major requirement satisfied

Approved: _____ Date: _____
Core Curriculum Director

REGISTRAR'S OFFICE USE ONLY:

DATE REC'D _____ DATE PROCESSED _____ INIT. _____