LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. JESUIT.

Office of the Registrar
212 Grewen Hall
1419 Salt Springs Rd
Syracuse, NY 13214
Phone: (315) 445-4456

TRANSFER COURSE APPROVAL:
CORE COURSES

1. This form must be submitted to the Registrar's Office *before* you register for your course(s) elsewhere. In order to receive 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 the Registrar's Office (GH 212). Please ask for a copy for your own records.
2. 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:

- Core courses taken elsewhere must contain the same content as the Le Moyne Core equivalent:
  - Opportunities for oral discussion or class presentations
  - Significant writing components (e.g. several short papers or one major paper)
- The Core Curriculum Director seldom approved external courses to satisfy senior-level seminars.
- 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)_____

College/Univ. you will be attending	*Semester attending (ex. Fall 2013)*	*Course(s) to be Approved (ex. PHI 227)*	*Course Title (Description attached)*	**For Core Director Only:** *Major requirement satisfied*

Approved: Date:

REGISTRAR'S OFFICE USE ONLY:

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