

# LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. JESUIT.

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

## APPROVAL TO TAKE 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 catalog) 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 catalog 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: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Major(s): \_\_\_\_\_ Graduation Year: \_\_\_\_\_  
College/University you will attend: \_\_\_\_\_ Semester/Year you will attend: \_\_\_\_\_

<i>Course(s) to be Approved</i> (ex. PHI 227)	<i>Course Title</i> (Description attached)	<b>For Director Only:</b> <i>Core requirement satisfied</i>

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Core Curriculum Director\*

***\*For students in catalog years prior to 2013, please submit this form to the Registrar's Office for the appropriate signature of approval. All others (catalog years 2013-present) must obtain approval from the current Core Curriculum Director. Please see the Registrar's Office if you have any questions.***

REGISTRAR'S OFFICE USE ONLY:

DATE REC'D \_\_\_\_\_ DATE PROCESSED \_\_\_\_\_ INIT. \_\_\_\_\_