

# Prior Approval for Transfer Credit

**SUNY Oneonta– Academic Advisement Center**

**100 Netzer Administration Building**

**Phone: (607) 436-3390 Email: [Academic.advisement@oneonta.edu](mailto:Academic.advisement@oneonta.edu)**

NAME STUDENT \_\_\_\_\_

I.D. NUMBER \_\_\_\_\_

LOCAL OR PERMANENT ADDRESS \_\_\_\_\_

EXPECTED GRADUATION DATE (MONTH/YEAR) \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

ONEONTA E-MAIL \_\_\_\_\_

@oneonta.edu



MAJOR(S) \_\_\_\_\_

CONCENTRATION \_\_\_\_\_

**POLICIES:**

1. Students may transfer approved courses from regionally accredited colleges or universities only. Approval must be received prior to registering for the course(s). Students who request coursework during a Fall or Spring term must also request an [Academic Leave of Absence](#) unless simultaneously enrolling in Oneonta courses.
2. Only coursework needed to meet degree requirements will be considered.
3. Students may not attempt to take courses for which credit has previously been earned at Oneonta.
4. Transfer courses are not part of the Oneonta GPA calculation, and thus, do not affect the Oneonta GPA.
5. Rules regarding the maximum number of enrolled credits per term (18 s.h. fall and spring; 12 s.h. summer; one course during winter session) will be applied to prior approval requests. Both Oneonta and transfer courses will be calculated together in applying the maximum credit rule.

**PROCESS:**

1. Complete top section and items A–K below. A separate form must be completed for each transfer institution. Forms may be submitted via email to [academic.advisement@oneonta.edu](mailto:academic.advisement@oneonta.edu).
2. Course Equivalency information may be accessed via the [Academic Advisement web page](#). For courses not found on [course equivalency table](#), student must submit prior approval form and a course description or syllabus from transfer institution to Academic Advisement for evaluation. Courses may be sent to an academic department Chair for review and/or substitution.
3. Once courses are reviewed (approved or denied), students will be notified of decision via their Oneonta email.
4. After courses are completed, students must have official transcript sent from the transfer institution to:  
Office of the Registrar 130 Netzer Administration Building SUNY Oneonta Oneonta, New York 13820
5. Students will be notified by the [Registrar's Office](#) when approved transfer credit has been awarded and applied to the student's record.

**A.** Term (fall, spring, summer, winter) and year you wish to attend this institution:  
TERM: \_\_\_\_\_ YEAR: 20\_\_\_\_\_

**B.** Number of credits planned for term of Prior Approval (all Oneonta and all Prior \_\_\_\_\_)

**C.** Transfer Institution requested. The CEEB code is next to the school's name in the Course Equivalency table.  
\_\_\_\_\_  
Name of Institution 4 digit CEEB #

E Transfer Course Subject &	F. Transfer Course Title	G. S.h.	H. Equivalent Oneonta Course	I. Equivalent Oneonta Course Title	J. Oneonta s.h.	K. Oneonta Attributes	OFFICE USE : Reviewers' Signatures - AAC and/or Dept. Chairs	AAC USE: DAC = course is required and can be considered for aid (Y or N)	AAC USE: Approved (A) or Denied
Exs. BIO 64	General Biology	4sh	BIOL10E	Biology Elective	4sh	LA, NL2, NS3			

**D.** I understand it is my responsibility to ensure the courses listed below are ones I never received credit for through Oneonta or through other means as I may not receive credit for the same course twice. If I failed a course at Oneonta, I understand taking the course elsewhere does not change my GPA at Oneonta. I also understand that taking coursework via Prior Approval does not guarantee it will be covered by financial aid, and that taking coursework in this manner may affect my eligibility for aid in the future.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AAC Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_