

PERMISSION TO TRANSFER CREDIT FROM ANOTHER INSTITUTION



Name _____ C 0 0- _____ E-mail Address _____
Last Name First Name Cortland ID Number

Local Address _____
Street/PO Box City State Zip Code Telephone

Expected date of graduation: MAY 20 _____ AUGUST 20 _____ DECEMBER 20 _____ Department _____ Major Code _____

Petition to register for courses at _____ For the Semester/Session: Year _____ Summer _____ Winter _____ Fall _____ Spring _____
Name of Accredited Institution

Have you submitted another "Permission to Transfer Credit" form for the same semester? Yes _____ No _____

Do NOT register for the course(s) listed below UNTIL you have secured all approvals

Course(s) Title(s) to be Taken at Other Institution to Transfer to Cortland	Course Prefix	Course Number	Credit Hours	Online Course ✓	Equivalent Course(s) Title(s) at Cortland	Course Prefix	Course Number	Credit Hours	How does this course fit into your degree requirements in CAPP ?		
									Req. for Major	Req. for Minor or Concentration	GE Specify Category

IMPORTANT: Check each box to indicate your understanding of the statement.

Maximum transfer credit approved for this term _____

- The policies pertaining to the transferring of credits from another institution include:
 - ✓ Cortland may deny transfer credit that has not been pre-approved
 - ✓ Only courses with a grade of C- or better will transfer
 - ✓ Transfer courses do not factor into my Cortland GPA
 - ✓ I cannot take a course at another institution while enrolled in student teaching, practicum or fieldwork
 - ✓ I will not receive transfer credit for a course I have already received credit for at Cortland
- A maximum of 64 credits from a two-year institution, and a maximum combination from two and four-year institutions of 79-83 credits (depending on the program) may be applied to a Cortland degree program
 - ✓ 45 credit hours of course work **MUST** be completed in residence at Cortland including at least half of my major, minor and/or concentration coursework.
- Approval is granted **ONLY** for the semester noted above
- I must attach a course description from the transfer college, unless the course is on Cortland's transfer equivalency website <http://www.cortland.edu/admissions/transferequivalencies.html>
- I must request an official graded transcript be sent to Cortland's Registrar's Office within one semester of completing the course(s).
- Departments may require that specific courses within the curriculum must be taken and completed at Cortland.

Student's Signature _____

Date _____

Advisor's Signature _____

Date _____

APPROVED DENIED

Transfer Credit Coordinator _____

Date _____

APPROVED DENIED

PENDING Assoc. Dean Review	
APPROVED	DENIED
_____	_____
Initials	Date

Send completed forms to: SUNY Cortland Advisement and Transition Office – Memorial Library, PO Box 2000, Cortland, New York 13045
 Phone (607) 753-4726 – Fax (607) 753-5593

Send transcript to: SUNY Cortland Registrar's Office, PO Box 2000, Cortland, NY 13045

Distribution of completed form: Student (original), Department

Approved: Fall 2008 (Rev. 11/08)