

**PERMISSION TO TRANSFER CREDIT FROM ANOTHER INSTITUTION
FOR UNDERGRADUATE STUDENTS**



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: (Check) Summer / Winter / Fall / Spring Year _____
Name of Accredited Institution

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

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

How does this course fulfill a degree requirement?

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 fulfill a degree requirement?				
									Req. for Major	Req. for Minor or Concentration	GE: Specify Category	Elective Credit	

Maximum transfer credit approved for this term: _____

Notes (for office use only):

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

- 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.
- 30-45 credit hours of course work (depending on your catalog term) 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: cortland.edu/transfer-credits
- Courses not listed on charts may require additional department approval and could require extended time for review.
- A maximum of 64 credits from a two-year institution, and a maximum combination from two and four-year institutions of 75-90 credits (depending on your program and catalog term) may be applied to a Cortland degree.
- I must request an official graded transcript be sent to Cortland's Registrar's Office within one semester of completing the course(s).

- ✓ The Writing Intensive requirement cannot be fulfilled by coursework transferred to Cortland.
- ✓ 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.
- ✓ Departments may require that specific courses must be completed at Cortland.

Student's Signature _____ Date _____

Check, if applicable. I have reached the maximum number of transfer credits, and I am willing to have previously transferred credit removed in order to allow the transfer of the above course(s).

Advisor's Signature _____ Date _____

Advisement and Transition _____ Date _____

APPROVED DENIED

APPROVED DENIED

**Dept. Chair or Assoc. Dean
APPROVAL (Review if needed)**

Send completed forms to: SUNY Cortland Advisement and Transition - 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