

OFF-CAMPUS COURSE APPROVAL

Complete the boxed area below then submit this form to the registrar at Geneva for approval. It is your responsibility to check on the availability of these courses at the other school.

Please provide course descriptions and allow at least 48 hrs. for this form to be processed.

- Maximum number of credits accepted from a community college is 64.
- 50% of the major and minor and 50% of the core must be completed at Geneva.
- Only grades of C- or better will be accepted in transfer.
- In order to replace a grade for a course previously completed at Geneva, the course must be repeated at Geneva.

(please print clearly)

Name _____		Date _____	
Geneva ID# _____		Adviser _____	
E-mail _____		Geneva box no. _____	
Mailing address _____			
School where course(s) will be taken: _____			
Which semester? _____ Fall		_____ Spring _____ Summer	
Year? _____			
THEIR COURSE NO.	CREDITS	COURSE NAME	GENEVA COURSE NO.
_____	_____	_____	= _____*
_____	_____	_____	= _____*
_____	_____	_____	= _____*

*Geneva course number will be filled in by the registrar.

After completing these courses, it is the student's responsibility to ask the registrar's office at the above school to send an official transcript to the Geneva College registrar's office. Credit will not be given toward the fulfillment of your academic requirements until we receive this transcript.

(This section to be completed by the Geneva College registrar)

_____ has been granted approval to enroll as a transient student
at _____ for the course(s) listed above.

Registrar

Date

cc: Student File
Adviser