



TRANSFER COURSE PRE-APPROVAL FORM FOR CURRENTLY ENROLLED STUDENTS

Current Onondaga students who wish to obtain pre-approval for transfer credit may complete the Transfer Course Approval form and drop off the form at Student Central or email it to transfereval@sunyocc.edu to obtain approval from the Transfer Coordinator in advance of registration at the other college. The following information must be supplied in the email request: student name, ID, current academic program, name of transfer institution, course number (i.e. ENG-101), course title (i.e. Freshman English), # of credits and supply a copy of the course description (or link to the description on the transfer institutions website). Requests will be reviewed and a response will be provided within one week.

Name _____ Student ID # _____ Academic Program _____

Address _____
Street City State Zip Code

College where course(s) will be taken _____

Terms course(s) will be taken: Fall Spring Summer 20_____

Transfer Course				Comparable OCC Course/Requirement being fulfilled		
Course #	Course Title	Credit Hours		Course #	Course Title	Credit Hours
			(as)			
			(as)			
			(as)			
			(as)			
			(as)			

Notes:

Approved by: _____
Signature – Transfer Coordinator

Date: _____

TO THE STUDENT: An official transcript from your transfer college must be sent to the Registrar’s Office, Onondaga Community College, 4585 West Seneca Tpke, Syracuse NY 13215.

Transfer credit is awarded only for courses in which a grade of “C” or better has been earned. Only courses applicable to your academic program will be accepted. Quality points are not transferable. At least twenty-four credits the degree must be completed at Onondaga. Certain academic programs have special guidelines such as minimum grades required and the number of transfer credits which may be applied to category requirements.