

Siena College



TRANSFER CREDIT PERMISSION FORM

<p>INSTRUCTIONS:</p> <p>1. Prior to Registering for a course at another institution, students must:</p> <ul style="list-style-type: none"> Provide their school Assistant Dean with a description of the desired course Provide an up-to-date CAPP report Complete this form and submit it to the School Office. <p>2. Upon completion of the course(s), have an official transcript sent from the transfer school to Siena's Registrar's Office.</p>	<p>1 Only courses consistent with degree requirements will be approved.</p> <p>2 All 300 level and above courses must be taken at a four-year institution.</p> <p>3 Students must earn a grade of C or higher for credits to transfer to Siena.</p> <p>4 Once matriculated, students are only permitted to transfer an additional 18 credits to Siena. (Catalog year 2013 and later)</p> <p>5 Students are only permitted to transfer a total of 75 credits. (Catalog year Fall 2012 and later)</p>
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Section I: To be completed by student.

Name:	Student I.D.	Major:
Siena/Local Phone #	Siena/Local Address	Expected Graduation Date:
Home Address:		Today's Date:
Name of College where course(s) will be pursued:		During Which Semester:

Section II : To be completed by student.		Section III to be completed by the School Office Siena Equivalent & Title			Section IV To be completed by the Registrar's Office upon receipt of Official Transcript:		
Course # & Title	Credits	Siena Equivalent & Title	Credits	Course Attribute	Credits	Grade	Comment
Please indicate whether credits are Semester Hours _____ Quarter Hours _____ Other _____ Distribution: Registrar's Office, School Office, Student		No more than ___ of the above credits are to be entered on the student's record. Signature of Assistant Dean: _____ Date: _____			Number of credits posted by Registrar's Office _____ Date posted by Registrar: _____ Credits posted by: _____ Registrar's Office signature: _____ Date: _____		