



**APPROVAL FOR NON-KEUKA COURSE WORK
PROFESSIONAL STUDIES PROGRAM**

Registrar's Office • Keuka College • Keuka Park, NY 14478 • Phone: 315-279-5204 • Fax: 315-279-5294

NOTE CAREFULLY:

1. Only course work which has been approved **prior to taking the course** will be applied toward the Keuka degree.
2. It is strongly suggested that you obtain approval for alternate courses in the event that you are unable to register for your preferred choice.
3. Please submit this completed form to the Registrar's Office.
4. Upon course completion, submit an official transcript to: Keuka College, Registrar's Office, Keuka Park, NY 14478. Please remember that a grade of "C" or higher must be earned in the course.
5. If you previously completed the Keuka College equivalent at Keuka, the original grade will remain on the transcript and will be computed in the cumulative grade point average.

Student Name	Cohort Number and Major	Location
College which you plan to attend:	Dates of Class:	
Student will be notified of final approval via their Keuka email account		

Approval is requested for the following course(s):

Course Number and Title	Completed by the Registrar's Office: Requirement to fulfill	Completed by the Registrar's Office:
1.	<input type="checkbox"/> LA <input type="checkbox"/> GE <input type="checkbox"/> Core	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
2.	<input type="checkbox"/> LA <input type="checkbox"/> GE <input type="checkbox"/> Core	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
3.	<input type="checkbox"/> LA <input type="checkbox"/> GE <input type="checkbox"/> Core	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
4.	<input type="checkbox"/> LA <input type="checkbox"/> GE <input type="checkbox"/> Core	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Student's Signature:	Date:
Registrar's Signature	Date:

Distribution: Student, Credit Advisement Manager, Registrar's Office

Revised Date: 11/16/07