



# Approval for Non-Keuka Course Work

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. Approval must be obtained from your academic advisor and the Registrar's Office.
3. It is strongly suggested that you obtain approval for alternate courses in the event that you are unable to register for your preferred choice.
4. Please submit this completed form to the Registrar's Office.
5. 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.
6. 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's Name:	Class Year:	Major:
College which you plan to attend:	Dates of Class:	
E-mail address:		

**Approval is requested for the following courses:**

Course Number & Title	Keuka College Equivalent	Completed by the Registrar's Office:
1.		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
2.		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
3.		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
4.		<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Student's Signature	Date:
Academic Advisor's Signature	Date:
Registrar's Signature	Date: