

**UNDERGRADUATE  
COURSE BY CONTRACT**

*return completed form to  
regofc@buffalostate.edu*

**STUDENT INFORMATION**

Student Name    Student Banner ID    Phone    Email

Student Signature    Date    Current total credit hours registered already

**COURSE INFORMATION**

Subject	Course Number	Credits	Year	Term
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**INSTRUCTOR INFORMATION**

Justification for Course by Contract?

Instructor Name    Banner ID

Instructor Signature    Date

**CHAIR INFORMATION: ALL CHECKBOXES ARE MANDATORY OR FORM WILL BE RETURNED**

Chair Name

Course description is on file in the department

Chair Signature

Course is required for graduation

The student is an active student eligible to register (SGASTDN)

Date

Student has an overall GPA of 2.0 or higher (SHATERM)

The addition of this course does not cause the student to exceed the maximum credits allowable for the semester (SFAREGS)

Student has at least 30 hours completed

**DEAN INFORMATION**

Dean Name

Dean Signature    Date

**REGISTRAR USE ONLY**

CRN