BUFFALO STATE
The State University of New York

Registrar's Office, Moot Hall 210

UNDERGRADUATE COURSE BY CONTRACT

return completed form to regofc@buffalostate.edu

STUDENT INFORMATION

Student Name | Student 9 Digit Banner ID | Phone | Email

Student Signature | Date | Current total credit hours registered already

COURSE INFORMATION

Subject (EX: CIS) | Course Number | Credits | Year | Term

INSTRUCTOR INFORMATION

Instructor Name | Banner ID

Instructor Signature | Date

Justification for Course by Contract?

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

Chair Name

Chair Signature

Date

- ☐ Course description is on file in the department
- ☐ Course is required for graduation
- ☐ The student is an active student eligible to register (SGASTDN)
- ☐ 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 IS REQUIRED FOR COURSE BY CONTRACT

Dean Name

Dean Signature | Date

REGISTRAR USE ONLY

CRN

REV 9/10/2024 SH

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