



Transient Course Approval Request

(This form is for Undergraduate Courses only. Students seeking approval for Graduate courses should consult with their program adviser.)

Please read these instructions carefully.
Forms which are not completely filled out will be returned to you.

Please note: This form is not needed for Columbus State Community College coursework. Course equivalencies for CSCC courses can be found online at:

http://www.otterbein.edu/academics/registrar/transferring/columbus_state/academic_dept_list.asp

If the course you plan to take is not listed online you will need to complete this form.

*****Things You Should Know *****

- You must be enrolled in the current quarter at Otterbein and in good standing (2.0 GPA or better) to obtain transient student approval for work at another school. If this is your first quarter at Otterbein, you must wait until final grades have been issued and an Otterbein GPA established before transient course work will be considered for approval.
- An official transcript for ALL transient course work must be provided by you upon completion of the course, regardless of the grade(s) received. Transcripts are only considered official if they are sent directly from the issuing institution or if they are delivered in a signed sealed envelope which has not been opened. Otterbein College does not accept transcripts which have been issued directly to the student.
- Only courses carrying grades of "C-" or higher will transfer. The grade received will have no effect on your Otterbein GPA.
- All transient transfer credit should be approved PRIOR to registration at the other school. When Otterbein receives the official transcript the transfer credit will be applied to your academic record. Transcripts should be received by us by the end of the quarter following completion of the transient work. You will be notified by mail when the transfer credit has been posted. You should access your online degree audit using CardinalWeb for Students to verify that you are on track for graduation.
- Knowledge of prerequisites, INST substitution restrictions, the residency requirement, limits on transfer credit from two-year institutions, etc. is your responsibility. This information can be found in the *Otterbein College Undergraduate Course Catalog*. **Make sure you research this information before taking transient coursework**
- The school you wish to attend may have requirements or prerequisites which you will need to fulfill. It is your responsibility to determine if such requirements/prerequisites need to be met. You may be required to provide an official Otterbein College transcript prior to acceptance at the other school

Steps for completing this form:

1. Complete ALL information requested below.
2. Attach a course description or syllabus for the course(s) you wish to take. This can be from a printed catalog or an online catalog. ***This form will be returned if the information is not attached.***
3. Submit this form to the Office of the Registrar in Room 27, Towers Hall. If your request is approved, a Transfer Credit Approval Form will be issued to you. Approval by our office guarantees that the course(s) you take will be accepted for transfer to Otterbein providing a grade of "C-" or higher is earned.

Please PRINT information below.

Student's Name _____

Student ID#/SS# _____

Other school you wish to attend: _____

Term/Year you plan to attend: (ex: Summer 2007) _____

Course you wish to take (Course Code & Title)	Course Credit Hours	Semester or Quarter Hours?	Otterbein course credit you wish to receive

Telephone number where you can be reached: _____

Mailing address for approval form: (Students with an SMC Box # will have form sent there) _____

My signature below affirms that I understand the INST substitution restrictions, residency rules and other requirements as outlined in the Otterbein College Undergraduate Course Catalog.

Student Signature: _____

Date: _____