

Date: _____

OBERLIN COLLEGE
REQUEST FOR PRELIMINARY & FINAL APPROVAL
(FOR ALL COURSEWORK TRANSFERRED TO OBERLIN INCLUDING STUDY AWAY)

PRINT NAME _____ A&S ___ CON ___ DD ___ Expected date of graduation _____
Last First Middle Int.

T# _____ OCMR# _____ MAJOR(s) _____

COLLEGE OR UNIVERSITY ATTENDED: _____ Dates: _____

STUDY AWAY STUDENTS: PLEASE READ AND COMPLETE THIS SECTION BEFORE CONTINUING.

STUDY AWAY PROGRAM: _____ Affiliated Non-Affiliated

Semester(s) of Leave: _____
Dates of Study: From _____ To _____

STUDY AWAY- AFFILIATED & NON-AFFILIATED PROGRAMS:

AFFILIATED: 1) For credit to be given toward major or minor requirements: Preliminary departmental approval **must** be obtained by the department chair or designated deputy.

2) For elective credit (i.e. credit NOT to be counted toward major or minor requirements):
You do not need to obtain departmental preliminary approval, nor does the department chair need to review work upon your return.

NON-AFFILIATED: Preliminary and subsequent final departmental approval **must** be obtained from the department chair or designated deputy for all courses taken on a non-affiliated program.

If your proposed course list changes for an Affiliated or Non-Affiliated Program once you have arrived at your study away program, you must email your revised course list to your advisor for approval with a copy to the study away office. If you do not do this, you will be required to obtain final approval from a department chair or designated deputy for ALL courses upon your return. If a new course requires departmental approval, please email the department chair for preliminary approval. It is your responsibility to provide course materials (including a copy of the transcript, syllabi, papers, exams, and any other requested materials) to the department upon your return in order to secure final approval to transfer credit. This is typically 4 full courses or the equivalent of 4 full courses (three full and two halves).

OC Dept _____ Title of course taken for transfer _____

THE FOLLOWING INFORMATION MUST BE COMPLETED IN ITS ENTIRETY BY THE DEPARTMENT CHAIR OR DESIGNATED DEPUTY. IF AN AREA IS NOT COMPLETED, THE CREDITS WILL NOT TRANSFER.

Major ___ Minor ___ Elective ___ In the OC Department of: _____

If you are splitting a course between major and elective: # Credits for major _____ # Credits for elective _____

Substitutes for major course requirement or course level of: _____

Preliminary Approval Signature: _____ Dept: _____ Date: _____

Review necessary No review necessary

Final Approval Signature _____ Date _____ Total # Credits Granted _____

Also Please Print Name: _____

DEPARTMENT CHAIR OR DESIGNATED DEPUTY

ATTENTION STUDENTS: The complete transfer of credit policy is available in the Oberlin Catalog, (catalog.oberlin.edu), see Academic Policies. Courses taken for major credit at US and all foreign institutions should be approved in advance by the appropriate department chairperson or program director. Elective credits can be conditionally approved in the Registrar's Office. In order to transfer credit, a grade of C- or better must be earned. Grades for transferred courses do not transfer to your Oberlin record.

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