


**Student Information**

Full Name:	T#	Division: <input type="checkbox"/> AS <input type="checkbox"/> CN <input type="checkbox"/> DD
Major(s):	Expected Graduation Date:	

**Select Type of Transfer Coursework**

<input type="checkbox"/> <b>GENERAL</b> ( <i>not study away</i> )		
College or University Attended:		
Date(s) of Attendance:		
<input type="checkbox"/> <b>STUDY AWAY</b>		
Study Away Program:		
Date(s) of Attendance:		
<b>Please Select One</b>	<input type="checkbox"/> <b>AFFILIATED PROGRAM</b> (see approval guidelines below) <ul style="list-style-type: none"> <li>List <b>ALL</b> courses you plan to transfer back to Oberlin on pages 2 - 3 below</li> <li>Obtain approval from the relevant Oberlin Dept. Chair(s) <b>only for courses you plan to transfer into your Major / Minor</b></li> <li>You will <b>not</b> need approval for courses you plan to transfer as <i>General Electives</i>. However, you will still need to list those courses on this form.</li> </ul>	<input type="checkbox"/> <b>NON-AFFILIATED PROGRAM</b> (see approval guidelines below) <ul style="list-style-type: none"> <li>List <b>ALL</b> courses you plan to transfer back to Oberlin on pages 2 - 3 below</li> <li>Obtain approval from the relevant Oberlin Dept. Chair(s) <b>for ALL of those courses</b>; for Major, Minor, and <i>General Elective</i> courses.</li> <li>Approval for <i>General Elective</i> courses should come from the Chair of the academic department at Oberlin into which the course fits best</li> </ul>
	<b>General Transfer of Credit Instructions</b>  <ul style="list-style-type: none"> <li>When seeking course approval, please provide relevant course information, such as course descriptions, syllabi, etc. to the Oberlin Dept. Chair(s)</li> <li>Due to scheduling conflicts, pre-requisites, changes-of-heart, etc. you should seek approval for more courses than you will actually take. This will ensure that you already have approval for back-up courses in case first-choice courses are not possible.</li> <li>If you end up taking courses that were not originally listed on this form, then you will need to submit a new form for those courses. The same approval guidelines listed above will apply to those courses.</li> <li>To finalize the course transfer process, submit your final study away official transcript to the Registrar and complete your <i>Study Away Evaluation</i></li> </ul>	

-- PLEASE COMPLETE PAGE 2 --

### Types of Approval

<b>Dept. Approval</b>	Is not related to <b>when</b> approval is granted ( <i>i.e.</i> before or after the course is completed). This type of approval is meant to indicate the Dept. Chair has seen sufficient information to assess whether the course is appropriate for transfer as credit in the department. It is recommended that Dept. Approval be given during the original request, as long as the student has provided all necessary information.
<b>Dept. Review Necessary</b>	Is meant to be used only when the Dept. Chair needs to see additional information prior to approving the course to transfer to Oberlin ( <i>i.e.</i> need to see completed coursework, the language level into which the student placed, etc.). When Dept. Review Necessary is indicated, the student will need to provide additional information prior to receiving Dept. Approval.
<b>Office of the Registrar Review</b>	Transfer work is subject to the <a href="#">Guide to Transfer of Credit Policies and Procedures</a> . Review will occur once this form is completed with Dept. Approval Signature, receipt of official transcript and for study away, completion of evaluation. If a course does not meet a policy or guideline, it will <b>not</b> transfer.

TO BE COMPLETED BY STUDENT			TO BE COMPLETED BY OBERLIN DEPARTMENT CHAIR				
Course to Transfer	Course to Transfer As...		Course Transfers to Oberlin as... <i>ex: BIO237 or SOC 3XX</i>	Total # Credits Granted	DEPT. APPROVAL	DEPT. REVIEW NECESSARY	
Course Number & Title. <i>One course per row</i>	Major, Minor, or General Elective	In Oberlin Dept. of...			Sign and date	Provide initial signature and date in left column. After course is completed or additional info. supplied, provide approval signature in right column	
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective				Dept. Approval Signature	Dept. Review Necessary Initial Signature	Dept. Approval Signature
					Date:	Date:	Date:
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective				Dept. Approval Signature	Dept. Necessary Initial Signature	Dept. Approval Signature
					Date:	Date:	Date:
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective				Dept. Approval Signature	Dept. Necessary Initial Signature	Dept. Approval Signature
					Date:	Date:	Date:
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective				Dept. Approval Signature	Dept. Necessary Initial Signature	Dept. Approval Signature
					Date:	Date:	Date: