


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"/> GENERAL (not study away)		
College or University Attended:		
Term(s) of Attendance:		
<input type="checkbox"/> STUDY AWAY		
Study Away Program:		
Term(s) of Attendance:		
Please Select One 	<input type="checkbox"/> AFFILIATED PROGRAM (see approval guidelines below) <ul style="list-style-type: none"> List ALL courses you plan to transfer back to Oberlin on pages 2 - 3 below Obtain approval from the relevant Oberlin Dept. Chair(s) only for courses you plan to transfer into your Major / Minor You will not 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. 	<input type="checkbox"/> NON-AFFILIATED PROGRAM (see approval guidelines below) <ul style="list-style-type: none"> List ALL courses you plan to transfer back to Oberlin on pages 2 - 3 below Obtain approval from the relevant Oberlin Dept. Chair(s) for ALL of those courses; for Major, Minor, and General Elective courses. Approval for <i>General Elective</i> courses should come from the Chair of the academic department at Oberlin into which the course fits best
	General Transfer of Credit Instructions <ul style="list-style-type: none"> When seeking course approval, please provide relevant course information, such as course descriptions, syllabi, etc. to the Oberlin Dept. Chair(s) 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. 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. To finalize the course transfer process, you will need to submit your final study away transcript to the Registrar and complete your <i>Study Away Evaluation</i> 	

-- PLEASE COMPLETE PAGE 2 --

Department Chairs – Types of Course Approval

Final Approval: Is not related to **when** approval is granted (*i.e.* before or after the course is completed). This type of approval is meant to indicate that you have seen sufficient information to approve the course to transfer to Oberlin as you will specify below. It is recommended that *Final Approval* be given during the original request, as long as the student has provided all necessary information.

Review Necessary: Is meant to be used only when you need to see additional information prior to approving the course to transfer to Oberlin (*i.e.* if you need to see completed coursework, the language level into which the student placed, etc.). When *Review Necessary* is indicated, the student will need to provide you with additional information prior to receiving final approval.

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	FINAL APPROVAL	REVIEW NECESSARY	
Course Number & Title. <i>One course per row</i>	Major, Minor, or General Elective Credit	In Oberlin Dept. of...			Sign and Date	Provide Initial Signature and Date in left column. After course is completed or additional info. is provided, provide Final Approval and Signature in right column	
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective Credit				Final Approval Signature	Review Necessary Initial Signature	Final Approval Signature
					Date:	Date:	Date:
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective Credit				Final Approval Signature	Review Necessary Initial Signature	Final Approval Signature
					Date:	Date:	Date:
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective Credit				Final Approval Signature	Review Necessary Initial Signature	Final Approval Signature
					Date:	Date:	Date:
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Gen. Elective Credit				Final Approval Signature	Review Necessary Initial Signature	Final Approval Signature
					Date:	Date:	Date:

**** If unable to apply pen to paper signature on this form, collect email approval from Dept Chair. Then, create one email and attach approval and this completed form. Send to TOC@oberlin.edu.**