

BUCHTEL COLLEGE OF ARTS AND SCIENCES
GUEST (TRANSIENT) PERMISSION FORM WORKSHEET

NOTE: A course taken at another institution **CANNOT** be used as a repeat for change of grade for a course taken at The University of Akron. Courses taken at another institution can be transferred to The University of Akron transcript, but **THE GRADE (S) WILL NOT BE CALCULATED INTO THE UNIVERSITY OF AKRON GRADE POINT AVERAGE.** Effective, Summer term, 2005: no more than **18** total credit hours of transient work may be approved.

Abroad work is excluded – there is no limit on the number of credits. Approvals for transient attendance at other institutions are valid for only **one** term and are subject to all restrictions of the dean of the college approving the request for transient credit. **“Transient requests for courses offered during the Fall and Spring terms, will be approved at the discretion of the dean of the appropriate college when mitigating conditions exist.” Please be advised that students must have 30 credits completed on The University of Akron campus to be eligible for a degree from The University of Akron.**

The purpose of transient work is to provide the University of Akron student with opportunity to: 1) take a course that is not offered at The University of Akron; 2) if the student is away in the summer, to take a course in a distant location; or, 3) in rare cases, a student who is only a few credits shy of graduation and must leave The University of Akron due to extenuating circumstances.

Students who are on probation, dismissed or are in the last 30 hours of a baccalaureate degree or are in the last 15 hours of an associate degree are restricted or denied transient permission by either the dean of the degree-granting college or the dean of the University College except in rare and compelling circumstances.

Important Instructions for Obtaining Transient Permission

Step 1: You are requesting permission to take specific courses. Therefore, when filling out this form, you need to know the exact course name, number, etc. – not call number or registration number.

Step 2: Log into <https://transferology.com/>; this website requires that you create an account. Enter the university and term you wish to attend along with the course you want to enroll in. **If the course shows equivalent, please print out the page which shows this equivalency and submit it with this transient worksheet.**

Step 3: If no course equivalency exists, you will need to obtain a course description from the other college/university's catalog (or website) and/or a syllabus and take it to the equivalent department here at UA so a faculty member can review it. Once the faculty member has reviewed the course description and made a decision about its UA equivalent, they will need to **fill out and sign** the department equivalence authorization on the reverse side of this form.

Step 4: *If you plan to take courses to meet **General Education requirements***, complete the form on the reverse side of this page and indicate you would like to use them for you General Education requirements. The official Transient Permission Form will be typed and signed by the Dean of your degree granting college **and** by the Office of Academic Affairs and emailed to your UAkron email.

Step 5: Students must **meet with a BCAS college advisor** located in CAS 118 to submit the transient worksheet.

Step 6: If a student is requesting a **waiver of the last 30** credits in residence, they must write a rationale and attach it to this worksheet.

OFFICE USE:	Transient Rationale:	30 Hr. Res. Waiver Rationale Attached <input type="checkbox"/>	Advisor Review: _____ Asso. Dean Review: _____
------------------------	-----------------------------	---	---

If the required information is not provided, your request for transient permission cannot be reviewed.

DATE: _____ **ID #** _____ **Anticipated date of graduation** _____

NAME _____

ADDRESS _____
No./Street City/State/Zip

PHONE _____ **UA EMAIL** _____

THE APPROVED TRANSIENT FORM WILL BE EMAILED TO YOUR AKRON UNIVERSITY EMAIL.

CLASS RANK (check one)

_____ Freshman

_____ Sophomore

_____ Junior

_____ Senior

ACADEMIC STATUS (check one)

_____ good standing (2.0 or above)

_____ on probation (below a 2.0)

(OVER)

COLLEGE/UNIVERSITY YOU WISH TO ATTEND _____

CITY, STATE _____

IS OTHER SCHOOL ON _____ **QUARTERS** or _____ **SEMESTERS** (check one)

TERM YOU WISH TO ATTEND:

_____ Summer 20_____ Fall 20_____ Spring 20_____

The University of Akron students must earn a grade of **D-** or better in courses completed at other Colleges or Universities. In addition, in order for transient credits to be added to your University of Akron academic record, it is necessary that The University of Akron Registrar's Office receive an **official** transcript from the other institution. ***It is your responsibility to request the Registrar's Office at the other institution send an official transcript to:***

**Office of the University Registrar
Records Processing
The University of Akron
Akron, OH 44325-6208**

GUEST (TRANSIENT) COURSE

U OF A EQUIVALENT COURSE

Course # _____

Course # _____

Course name _____

Course name _____

Credits _____

Credits _____

USE FOR GEN ED: **yes** ☐ **no** ☐

Department Course Equivalency Approval: (If no equivalency)

Department Name

Department Approval

GUEST (TRANSIENT) COURSE

U OF A EQUIVALENT COURSE

Course # _____

Course # _____

Course name _____

Course name _____

Credits _____

Credits _____

USE FOR GEN ED: **yes** ☐ **no** ☐

Department Course Equivalency Approval: (If no equivalency)

Department Name

Department Approval

GUEST (TRANSIENT) COURSE

U OF A EQUIVALENT COURSE

Course # _____

Course # _____

Course name _____

Course name _____

Credits _____

Credits _____

USE FOR GEN ED: **yes** ☐ **no** ☐

Department Course Equivalency Approval: (If no equivalency)

Department Name

Department Approval