

THE UNIVERSITY OF AKRON
University College Dean's Office

(330) 972-7066

Fax: (330) 972-6720

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 accepted. 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."**

Student Name: _____ Address: _____

Phone Number: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Student ID: _____ Today's Date: _____

Check One: _____ Mail the completed Transient Permission Form to me.
_____ I will pick up the completed Transient Permission Form.

Class Rank: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Academic Standing: _____ good standing (2.0 GPA or better) _____ on probation (below a 2.0 GPA)

College you are currently enrolled in at The University of Akron: _____ University College
_____ Other _____
(Name of Degree-Granting College)

Name of College/University you wish to attend (not The University of Akron):

Is other college/university on: _____ Semesters _____ Quarters

Term you wish to attend: _____ Summer 200__ _____ Fall 200__ _____ Winter 200__ _____ Spring 200__

Important Instructions for Obtaining Transient Permission

Step 1: Obtain a copy of the other college/university's course bulletin for the term you wish to attend there. You are requesting permission to take specific courses. Therefore, you need to know the exact course name, number, etc. – not call number or registration number.

Step 2: If you have selected a specific course and the University College Dean's Office cannot tell you its UA equivalent, you **must** take a course description from the other college/university's catalog and/or a syllabus) 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, you will need to secure something in writing from the faculty member and/or the faculty member will be required to sign the official Transient Permission Form.

Step 3: *If you are currently a University College student and plan to take courses to meet General Education requirements or free electives*, complete the form on the reverse side of this page and have the courses approved in the University College Dean's Office, Simmons Hall room 302. The official Transient Permission Form will be typed and signed by University College Dean's Office.

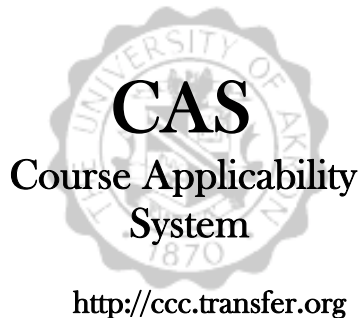
If you are currently in a degree-granting college and plan to take courses to meet General Education requirements, complete the form on the reverse side of this page and have the courses approved in the University College Dean's Office, Simmons Hall room 302. The official Transient Permission Form will be typed and signed by the University College Dean **and** by the Dean of your degree-granting college.

If you are currently in University College and plan to take courses to meet requirements in your major, you should get the courses approved by your major department. Next, complete the form on the back and return it to the University College Dean's Office, Simmons Hall room 302. The official Transient Permission Form will be typed and signed by University College Dean's Office.

If you are currently in a degree-granting college and plan to take courses to meet requirements in your major, you need only deal with your degree-granting college.

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 to send an official transcript to:***

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



CAS is a free web-based source for information about how your courses can transfer and apply at another institution.

Please consult CAS to determine course equivalents and list them below in the space provided. Should you have any questions, please call: (330) 972-7009.

COURSE INFORMATION

Course at Other College/University (Transient)

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____

The University of Akron Equivalent Course

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____

Course #: _____ Credits _____

Course Name: _____
