

Student Information

Last Name		First Name		UA ID Number
Current Major (Plan)		Current College (Program)		Class Level
Telephone Number		UA Email Address		
				@



Instructions

1. Read the transient student information located at <http://www.uakron.edu/registrar/additional-resources/transient.dot>. Students wishing to pursue Education Abroad should read the Education Abroad information located at <http://www.uakron.edu/education-abroad>.
2. You are requesting permission to take a specific course. Therefore, when filling out this form, you must provide the exact course name and number of the host institution course.
3. Log into <https://transferology.com> (this website requires that you create an account). Enter the school name, term and course you wish to enroll in. If the course shows an equivalent to a UA course, enter the course information on this form.
4. If no equivalency exists, you will need to obtain a course description from the host institutions catalog (or website) and/or a course syllabus and take it to the equivalent UA department for faculty review. Once the faculty member has reviewed the course information and made a decision about its equivalency, he/she will need to fill out and sign the department equivalency information on this form.
5. If you are requesting a waiver of the Final 30 Credits in Residence requirement, you must provide a written rationale and attach it to this form.
6. Contact your academic advisor to schedule an appointment to meet and discuss your transient permission request. Your academic advisor's signature is required on this form.
7. Obtain your college dean's signature. Your academic advisor will provide instructions on how to obtain this.
8. A copy of this approved form must be submitted to the Office of the University Registrar either via email at records@uakron.edu or in person at the Zip Assist information counter located in the lobby of Simmons Hall. For Education Abroad, a copy of this approved form must be submitted to the Education Abroad office either via email at edabroad@uakron.edu or in person in Buchtel Hall room 202.
9. Retain the original for your records. The host institution may require a copy of the approved form prior to registration.
10. Once the transient course has been completed at the host institution, request that an official transcript be sent to one of the following addresses. Based on the type of permission you receive, your transcript should go to:
Transient Permission: Office of the University Registrar, The University of Akron, Akron OH 44325-6208.
Education Abroad Permission: Education Abroad, The University of Akron, Akron OH 44325-1803.

Reason for Request (select all that apply) (pursuant to University Rule 3359-60-03.1)

- Course is not offered at The University of Akron during the term in which it is needed.
- Student will be away for the semester and wants to take a course in a distant location.
- Student is only credits from graduation and must leave The University of Akron due to extenuating circumstances.
- Education Abroad

Conditions of Request (select all that apply) (pursuant to University Rule 3359-60-03.1)

- Student is in good academic standing.
- Student is not requesting to apply more than 18 credits of transient coursework toward a baccalaureate degree or 9 credits toward an associate degree during the student's academic career at The University of Akron (Education Abroad is excluded).
- Student is not requesting to complete transient coursework during the last 30 credits of a baccalaureate degree or 15 credits of an associate degree. ****Exception requested to last 30/15 in residence by student's dean (signature required).**
- Student understands that an official academic transcript must be sent directly to UA's University Registrar (+6208) or Education Abroad (+1803) from the host institution upon completion of transient coursework.

Conditions Verified. Academic Advisor's Signature	Academic Advisor's Printed Name	Date

Student's Last Name	UA ID Number	Page	2	of	
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Host Institution Information

College/University Name	Quarter/Semester	Regional Accreditation (https://ope.ed.gov/accreditation)

Transient Course Information

				Term	Year		
Host Institution Course				UA Direct Course Equivalent			
Subject	Catalog	Title	Credit(s)	Subject	Catalog	Title	Credit(s)
Host Institution Course – Mode of Instruction				OR	General Education Equivalent Tier and/or Area		Credit(s)
<input type="checkbox"/> In-person -or- <input type="checkbox"/> On-line							
Existing Equivalency Verified. Academic Advisor's Signature				OR	New Equivalency Authorized. Academic Dept. Chair/Designee's Signature		
Academic Advisor's Printed Name		Date			Academic Department Chair/Designee's Printed Name		Date
Comments							

Transient Course Information

				Term	Year		
Host Institution Course				UA Direct Course Equivalent			
Subject	Catalog	Title	Credit(s)	Subject	Catalog	Title	Credit(s)
Host Institution Course – Mode of Instruction				OR	General Education Equivalent Tier and/or Area		Credit(s)
<input type="checkbox"/> In-person -or- <input type="checkbox"/> On-line							
Existing Equivalency Verified. Academic Advisor's Signature				OR	New Equivalency Authorized. Academic Dept. Chair/Designee's Signature		
Academic Advisor's Printed Name		Date			Academic Department Chair/Designee's Printed Name		Date
Comments							

Dean's Authorization

		<input type="checkbox"/> Permission Granted	<input type="checkbox"/> Request Denied
College of Current Major (Plan)			
Dean's Signature	Dean's Printed Name	Date	
Comments	<input type="checkbox"/> **Exception granted to last 30/15 in residence – Dean's Initials: _____		

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Student's Last Name	UA ID Number	Page	3	of	
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<input type="checkbox"/> In-person -or- <input type="checkbox"/> On-line							
Existing Equivalency Verified. Academic Advisor's Signature				OR	New Equivalency Authorized. Academic Dept. Chair/Designee's Signature		
Academic Advisor's Printed Name		Date			Academic Department Chair/Designee's Printed Name		Date
Comments							

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				Term	Year		
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Subject	Catalog	Title	Credit(s)	Subject	Catalog	Title	Credit(s)
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Academic Advisor's Printed Name		Date			Academic Department Chair/Designee's Printed Name		Date
Comments							

Dean's Authorization

		<input type="checkbox"/> Permission Granted	<input type="checkbox"/> Request Denied
College of Current Major (Plan)			
Dean's Signature	Dean's Printed Name	Date	
Comments	<input type="checkbox"/> **Exception granted to last 30/15 in residence – Dean's Initials: _____		