

**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>.
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 one of the following resources: (1) <https://www.uakron.edu/transfer/tef> and select the country, state and school OR (2) <https://transferology.com> (this website requires that you create an account) and 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](mailto:records@uakron.edu) or in person at the Zip Assist information counter located in the lobby of Simmons Hall.
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: **Office of the University Registrar, The University of Akron, Akron OH 44325-6208**

**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.

**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) from the host institution upon completion of transient coursework.

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

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**Host Institution Information**

College/University Name	Quarter/Semester	Regional Accreditation ( <a href="https://ope.ed.gov/accreditation">https://ope.ed.gov/accreditation</a> )

**Transient Course Information**

Term	Year

Host Institution Course				UA Direct Course Equivalent			
Subject	Catalog	Title	Credit(s)	Subject	Catalog	Title	Credit(s)
Multiple equivalency course:				Multiple equivalency course:			
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)
Multiple equivalency course:				Multiple equivalency course:			
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**

**Permission Granted**       **Request Denied**

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

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**Host Institution Information**

College/University Name	Quarter/Semester	Regional Accreditation ( <a href="https://ope.ed.gov/accreditation">https://ope.ed.gov/accreditation</a> )

**Transient Course Information**

				Term	Year			
Host Institution Course				UA Direct Course Equivalent				
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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					Academic Department Chair/Designee's Printed Name		Date	
Date								
Comments								

**Transient Course Information**

				Term	Year			
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Existing Equivalency Verified. Academic Advisor's Signature				OR	New Equivalency Authorized. Academic Dept. Chair/Designee's Signature			
Academic Advisor's Printed Name					Academic Department Chair/Designee's Printed Name		Date	
Date								
Comments								

**Dean's Authorization**

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

## Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either e-signatures or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

### **Using E-Signatures:**

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
  - a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
  - b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

### **Using Fill & Sign:**



The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.