



TRANSIENT STUDENT PERMISSION FORM

Equivalencies for Off-Campus Coursework

Office of the Registrar

Student Name:		Student ID:		Student Status: <input type="checkbox"/> Good <input type="checkbox"/> Probation <input type="checkbox"/> Suspended	
Phone:		Campus Mailbox #:		Student email:	
Address:		Off-campus Institution Name, City, State:			
City:	State:	Zip:	Anticipated course completion: / /		

Study Abroad Programs/Washington Semester (Remember to complete additional Off-Campus Approval Paperwork)

REPEAT*	TRANSFER INSTITUTION COURSE INFORMATION				HEIDELBERG UNIVERSITY EQUIVALENT		
Mark X	Course Title	Dept/Prefix	Course #	Qtr/ Sem Hrs	Dept/Prefix	Course #	Chair or Registrar Signature

Agreement Statements:

1. This form should be processed prior to a student enrolling at another institution to ensure eligibility and course equivalencies. If the course is to meet final graduation requirements, understand deadlines by visiting the graduation website at <https://inside.heidelberg.edu/departments-offices/registrar/graduation>.
2. The course(s) identified above, when approved and meet transfer grade requirements, will transfer as noted. It is the student's responsibility to understand how each course completes graduation requirements. Reading and Writing Ability courses will not be transferred. Students repeating courses at another institution, follow the Repeat Course Grade policy which allows the off-campus grade to transfer into Heidelberg's quality points.
3. Each course is held to the Transfer Policy as noted in the University Catalog. Grades must be a C- or better.
4. The student understands the requirements listed in the University Catalog at the 300/400 level must be taken at a 4-year institution. If a course is to be applied to the Capstone requirement, it must be approved by the Academic Chair/Director and Provost.
5. The student understands grading requirements for major and minor requirements, allied and general education requirements. For example, grades of Pass cannot be used toward a major or minor.
6. Quarter credit hours are converted by dividing the quarter hour by 1.5 = semester hours.
7. Students enrolled in cooperative programs will receive the grades and quality points towards the Heidelberg cumulative GPA. All course titles, grades – including Ds and Fs – will be listed. Examples of cooperative programs include Seville, Spain; American Junior Year or summer programs, Germany; the Washington Semester, Washington, DC. See the Registrar's Office for a complete listing. Not all study-abroad programs are considered cooperative programs.
8. Transient form is valid up to one-year of the Registrar's signature.
9. The student will request an official transcript from the off-campus institution once a final grade is earned to complete the transient student process. **The transcript is to be sent electronically, when listed, or mailed directly to:**

Heidelberg University
Office of the Registrar
310 E. Market St.
Tiffin, OH 44883

HU Hrs Passed	Hrs Registered (current)	Hrs Transferred (previously posted)	Last 30	Academic Advisor's Signature	Date
Student Signature- Agrees all policies regarding transient/transfer work were reviewed, including degree requirements and all applicable University Policies.			Date	Registrar's Signature Authenticates Accredited Institution Designee for Last 30 Hrs Rule	Date
Questions call: 419.448.2090; Fax form to: 419.448.2122			Declined ___ Date _____ Reason _____		