Transfer Credit Pre-Approval Form

Regional Higher Education

Student Name:	**PID:**
OHIO ID:	**Campus:**
Current Major:	**Date of Request:**

This form should be used by **current** OHIO students who wish to have specific courses at another higher education institution pre-evaluated for Ohio University transfer equivalency and application to a major in **Regional Higher Education**. Students must keep the following policies and expectations in mind when submitting a request for transfer credit pre-approval:

- The university undergraduate catalog outlines OHIO transfer credit policies, which dictate which courses may transfer and how transferred courses may apply to OHIO academic programs: http://catalogs.ohio.edu → Academic Policies → Transfer Credit
- Grades earned at another institution are NOT calculated into the OHIO gpa and cannot replace a grade earned in an equivalent OHIO course, per the university undergraduate catalog.
- Transfer credit pre-approval DOES NOT replace or override any of the graduation requirements noted in the university undergraduate catalog. Students are encouraged to review their academic program requirements, available on a Degree Audit Report (DARS), prior to requesting transfer credit pre-approval.

Guidelines for Form Submission

Forms will **ONLY** be considered under the following guidelines. Incomplete forms will not be considered.

1. Complete the "intended course enrollment" table below for up to five (5) courses: attach additional forms as necessary.
2. Attach course description and/or syllabus for <u>each</u> intended course.
3. Attach a current DARS or a What-If DARS if you are planning to apply the pre-evaluated courses to a new/different major.
4. Submit all information to the Regional Higher Education office: (mail) Ohio University, Haning Hall 119, Athens, OH 45701; (fax) 740.597.1326; (email) gabrielc@ohio.edu

Institution (i.e. Columbus State CC)	Course Name (i.e. English Composition)	Name (i.e. ENGL 1010)	Term (i.e. Fall 2015)	OFFICE USE: OHIO Equivalency

*Complete forms will be reviewed within 2-3 business days of submission. Results of the transfer credit pre-evaluation review will be sent via email to student OHIO email accounts. Upon completion of the intended coursework, students are **required** to provide an **official transcript** to the Student Services office on their OHIO campus.*