Ohio University

College of Education
Student Services
(740) 593-4400

124 McCracken Hall
Athens, OH 45701
education@ohio.edu

Petition for Transient Course Approval

MUST BE COMPLETED AND APPROVED PRIOR TO TAKING THE COURSE(S)

Information and Directions

This form is to be used by **ALL** students in the College of Education who wish to attend another institution as a transient student and transfer the course work to Ohio University. Most institutions have a transient student application that requires approval of Ohio University or will require a letter of permission and good standing. If the institution requires an application form, please complete the form and attach it to this petition. The Student Services Office will sign the application form or write the letter of permission and good standing and forward such to the other institution.

This form is also to be used by students in other degree colleges who are in Teacher Education who wish to take course work related to requirements for licensure to teach. Approval of this petition does not constitute approval of the student's degree college for a degree program, only approval of course work towards licensure. For non-College of Education students, the institutional approval on the other school's application form or letter of permission and good standing must be gained from the student's degree college and not from the College of Education. A copy of this petition will be forwarded to the student's degree college.

Please complete the following information completely. File your petition in the **Student Services Office, 124 McCracken Hall, Athens, OH 45701**. A written response will be mailed once a decision has been made, usually within 2-4 weeks. If you have questions, please contact the Student Services Office, 124 McCracken Hall, (740) 593-4400.

Name _____ SSN _____
(Last) (First) (M)

College of Enrollment _____ Date _____

Major Teaching Field _____ Concentration _____

Campus: Athens ____ Chillicothe ____ Eastern ____ Lancaster ____ Southern ____ Zanesville _____

Current Address _____

City _____ ST _____ Zip _____ Phone (____)_____

Permanent Address _____

City _____ ST _____ Zip _____ Phone (____)_____

Expected Graduation and/or Licensure Date _____

Transient Institution _____
(Name) (Location)

City _____ ST _____ Zip _____

Term(s) you wish to attend at other institution ___ Fall ___ Winter ___ Spring ___ Summer Year _____

Indicate which is required: Letter of Permission/Good Standing _____ Transient Student Application Form *(attached)* _____

If this transient work is to be your last courses for graduation, provide your reason for a waiver of the requirement that the completion of your last 16 quarter hours of work for graduation be in residence at Ohio University.

Student's Signature _____

(OVER)
Updated 22 Jan 03

Additional copies available at http://www.ohiou.edu/education/stuservices/udownloads.html

List each course you wish to take giving departmental designation, course number, title, hours of credit (specify semester, quarter, etc.), a brief description of the course from the institution's catalog, and how you wish to use the course towards your program at Ohio University. (You may choose to list several courses with a statement that you will choose from among them depending upon course availability.) Use additional sheets if necessary.

Inst. Dept.	Course Number	Sem./Qtr. Hours	Course Name	Description of Course	OU Dept.	Course Number	Office Use Only	
							Approved	Denied
Example: *MTH*	*1470*	*3 Sem.*	*Algebra*	*Introduction to algebraic functions, variables, …*	*MATH*	*113*	✓	

Important Note: *Courses taken at another institution cannot replace grades previously earned at Ohio University and will not affect your grade point average (GPA) at Ohio University. Courses transferred will count for credit, meet requirement(s) for graduation and/or major program, if applicable, if the grade earned is at least a "C-" or better and you have an official transcript sent from the other institution to the* ***OU Admissions Office, Chubb Hall, Athens, OH 45701****.*

FOR OFFICE USE ONLY

Approved _____ Denied _____ Copy to Student _____ Name of College _____ Copy to College _____

Institution application form signed /sent _____ Letter of Permission/Good Standing sent _____

_____

Signature Title Date

Remember to have your official transcript sent to OU Admissions in Chubb Hall so your courses will be part of your OU Records

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