OHIO UNIVERSITY

The Gladys W. & David H. Patton College of Education and Human Services

Petition for Undergraduate Transient Course Approval
MUST BE COMPLETED AND APPROVED PRIOR TO TAKING COURSE(S)
Information and Directions

This form is to be used by **ALL** candidates in The Patton College of Education and Human Services who wish to attend another institution as a transient student and transfer the course work to Ohio University. Most institutions have a transient candidate 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 Affairs Office will sign the application form or write the letter of permission and good standing and forward it to the other institution.

This form is also to be used by candidates 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 candidate's degree college for a degree program, only approval of course work towards licensure. For non-College of Education and Human Services candidates, the institutional approval on the other school's application form or letter of permission and good standing must be attained from the candidate's degree college and not from the College of Education and Human Services. A copy of this petition will be forwarded to the candidate's degree college.

Please complete the following information completely. File your petition in the Student Affairs 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 Affairs Office, 124 McCracken Hall, Athens, OH. Ph: 740-593-4400**.

Name _____ ***PID#*** _____
(Last) *(First)* *(M)*

College of Enrollment _____ *Date:* _____

Major: _____ *Concentration:* _____

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

Current Address: _____

City: _____ *State:* _____ *Zip:* _____ *Phone:* _____

Permanent Address: _____

City: _____ *State:* _____ *Zip:* _____ *Phone:* _____

Expected Graduation and/or Licensure date: _____

Transient Institution: _____
(Name)

Address: City: _____ State _____ Zip _____

Term(s) you wish to attend: _____ Fall _____ Winter _____ Spring _____ Summer Year: _____

Indicate which is required: Letter of Permission/Good Standing _____ Transient Candidate Application (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.

Candidate Signature: _____ Date: _____

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	Hours S-Q	Course Name	Description of Course	OU Dept	Course Number	App	Den

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 "D-" or better and you **have an official transcript sent from the other institution to the OU Admissions Office, Chubb Hall**, **Athens, OH 45701** **NOTE: **Some courses may require a grade of "C" or better.** Courses taken at other institutions must be completed in time to meet Ohio University deadlines such as graduation.

FOR OFFICE USE ONLY

Approved ____ Denied ____ Copy to Candidate ____ Name of College _____ Copy to College _____

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

_____ _____ _____

Signature Title Date