

**Ohio Wesleyan University
Office of the Registrar**

Permission to Transfer Courses to Ohio Wesleyan University

Student Name: _____ Date: _____

Class: _____ Major: _____ Major 2: _____

I request permission to take the following courses at:

_____ During the _____
(Accredited College or University) Semester/Term Year

Please read the following and sign your name indicating your consent.

1. I understand that I must provide the Department Chair or Registrar with a course description from the college catalog of the above institution and/or the course syllabus if requested.
2. I understand that if courses are within my major this form **must** be signed by the Department Chair before submitting this form to the Registrar's Office.
3. I understand that I am to register for the course for credit. I **may not** audit the course or take the course pass/fail. Only those courses in which I earn a grade of C- or better are transferable.
4. I also understand that I am to assume responsibility for requesting that an official transcript be sent directly to Ohio Wesleyan University, Office of the Registrar 61 South Sandusky St., Delaware, OH 43015 upon the satisfactory completion of the courses.

Student Signature, acknowledging consent to the directions listed above.

1) _____
Course # Transfer College Course Title Credits

Substitute for OWU Course: _____
Course # Course Title

Approved

Denied

Department Chair or Registrar Signature

For courses within your major you must obtain the signature of the Department Chair.

2) _____
Course # Transfer College Course Title Credits

Substitute for OWU Course: _____
Course # Course Title

Approved

Denied

Department Chair or Registrar Signature

For courses within your major you must obtain the signature of the Department Chair.

Please return the completed form to the Registrar's Office In University Hall Room 007

**Ohio Wesleyan University
Office of the Registrar**

TRANSFER CREDIT POLICY

Enrollment at another college or university will result in transfer credit at Ohio Wesleyan if the following guidelines are met:

1. The other institution must be accredited by a regional accrediting association.
2. Transfer credit will be determined as a ratio of the Ohio Wesleyan unit of credit. The faculty has determined that one unit of Ohio Wesleyan credit is equivalent to 3.70 semester hours or 5.55 quarter hours. Three semester hours will therefore transfer as .81 units, a two-semester hour course will transfer as .54 units, and a three quarter hour course will transfer as .55 units, as examples. To determine the amount of credit, divide the number of semester hours of a course taken elsewhere by 3.70 or the number of quarter hours of a course by 5.55. **To meet a requirement the course must be worth at least .70 units.** Please see the Transfer Credit Conversion Guide for more equivalencies.
3. The student's performance in the course must be satisfactory, C- or better, and the course must be consistent with a liberal arts approach. No credit toward graduation can be awarded for a course for which the student has previously attained graduation credit. If you have any doubts about duplicating courses, check with the Office of the Registrar.
4. Any course taken for an academic major **must have prior approval** of the major department at Ohio Wesleyan.
5. When the course has been completed, the student must request that an official transcript be sent directly to the Office of the Registrar.
6. The grade from the transfer institution will not appear on your Ohio Wesleyan University transcript and will not be counted in your cumulative grade point average.

POLICY FOR OFF-CAMPUS STUDY

- A. University-Approved Programs – To participate in such programs, the student should make application through the Office of Off-Campus Programs. Credit for such programs is agreed upon prior to the student's enrollment in the program and is guaranteed if the student satisfactorily completes the work (C- or better).
- B. Individual Courses Off-Campus – any student who wishes to continue enrollment at Ohio Wesleyan but also take one or two courses at a different institution should contact the Registrar. Such students may combine enrollments only if the course to be taken at another institution is not offered at Ohio Wesleyan and if the student's major department approves the courses in writing to the Registrar. Such students will pay regular Ohio Wesleyan tuition, and Ohio Wesleyan will remit any tuition charges to the other institution involved.
- C. Temporary Enrollment at Another Institution – Students may enroll in summer school programs at other colleges and universities and retain their active status at Ohio Wesleyan. If the student wishes to enroll full time at another college or university during the regular academic year (except as described in A), the student must petition the Academic Status Committee through the Registrar.
- D. Students for whom B or C apply must complete the application on the back and submit it to the Office of the Registrar prior to enrollment at another institution.

Please return the completed form to the Registrar's Office In University Hall Room 007