

**The University of Findlay  
Office of the Registrar**

**Transient or Correspondence Approval  
(Submit before taking the course)**

Name of Institution where course(s) will be taken		
Address of Institution	City, State, Zip	
Student Name	UF ID Number	Semester/Year Taking course:
UF Advisor Name	Your Phone Number	
Your Email Address (where you want this form to be emailed )		

**NOTE:**

A syllabus may need to be submitted to determine equivalency as courses are constantly under review.

If a student is within the last thirty hours of degree work, the Student Academic Standards Committee must approve the request. Please attach a copy of approval to this form.

The applicant must request an official transcript of transfer credit to be sent directly to the Office of the Registrar at The University of Findlay within six months of completion of the course.

Only a grade of "C" or better will be transferred. Credit/No Credit or Pass/Fail grades will not be accepted.

Courses from a two-year institution cannot transfer to UF as upper level courses (300-/400- level).

50% of the hours required in the major may be satisfied by transfer and/or transient course work.

Transfer credit will not affect the cumulative grade point average at The University of Findlay. (In the case of repeat courses, the lower grade will be dropped but the higher grade will not be applied to the GPA.)

Final test for correspondence courses must be monitored at The University of Findlay.

This approval is void if coursework is taken during a period of suspension or dismissal.

**Forms which are not completely filled out will be returned to you.**

Course Number and Title from the institution you plan to attend (Ex: BIOL 140 Biology I)	Type of Hours (Sem/Qtr) Ex: 3 sem hrs	The University of Findlay course number you wish to satisfy (BIOL323)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Chair/Program Director \_\_\_\_\_

**Registrar Fax: 419-434-5565**

revised 5/10/2011