

POLICIES REGARDING APPROVAL OF TRANSIENT CREDIT

1. University policy requires that students obtain prior approval by their academic dean for course work attempted at another institution. The student must make arrangements for a transcript of any such course work to be sent directly to the Office of the Registrar promptly following completion of the course work. If the transient course work will come in to a college other than the student's college, the chair of department and/or academic dean of the ONU department and/or college that offers the course(s) will need to approve the course(s).
2. Students who wish to pursue course work at another institution (which must be regionally accredited) must consult with their advisor and submit a 'Transient Student Request' form to the academic dean. **In order for the dean to evaluate the request, a catalog description of course(s) must accompany the request.** Upon approval by the dean, the student and the Office of the Registrar will receive a copy of the completed form to verify approval. Failure to obtain prior approval may result in non-acceptance of credits by transfer to Ohio Northern University.
3. If the student has previously taken any of the classes listed on this form and received a grade of a 'D' or better, the credit hours WILL NOT transfer to ONU. The courses may be used to satisfy specific course completion requirements. The student's college may require course descriptions and/or syllabi to be submitted with this form.
4. Students permitted to complete their last requirements for graduation off-campus must apply for a terminal transient status. If approved, student must contact the Office of the Registrar concerning graduation. It is understood that terminal transient status is granted only when justified by extraordinary circumstances.
5. Students who are not enrolled at Ohio Northern University for one or more regular terms are expected to apply for readmission by the application deadline date. Those who have been enrolled at another institution during a regular term will be considered for admission as transfer students.
6. These policies apply to all students in all colleges of the University.

Rev. 9/24/08

**Please continue to Page Two
to complete the
Transient Student Request
Fillable Form.**

**Ohio Northern University
Office of the Registrar
TRANSIENT STUDENT REQUEST**

ONU ID Number	Name (Last, First, Middle)

College: <input style="width:90%" type="text"/>	Major: <input style="width:90%" type="text"/>
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I hereby request permission to pursue the following academic work at the indicated institution during the term listed.

Name of Institution	Address	Term/Year
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APPROVED COURSES TO BE TAKEN			EQUIVALENT AT ONU			<u>R</u>	APPROVAL
Dept. Crs.	Title	Credit Hours (Sem. or Qtr.)	Dept. Crs.	Title	Credit Hours (Sem. or Qtr.)		
						<input type="checkbox"/>	_____
						<input type="checkbox"/>	_____
						<input type="checkbox"/>	_____
						<input type="checkbox"/>	_____
						<input type="checkbox"/>	_____
						<input type="checkbox"/>	_____

THE STUDENT MUST REQUEST THAT A COMPLETE TRANSCRIPT BE SENT DIRECTLY TO THE OFFICE OF THE REGISTRAR PROMPTLY AT THE CLOSE OF THE TERM.

The student's college may require course descriptions and/or syllabi be submitted with this form.

In order for credit to transfer to Ohio Northern University, **the transient institution must be regionally accredited, grades earned at other institutions must be "C" or better (2.00 or better on a 4.00 scale) or equivalent and identified in documentation accompanying the transcript.** Grades of "S," "P," or the like must be equivalent to a "C" or better as defined by that institution. A PASS-FAIL option, meeting the above "C" or better criteria, at another institution may only be exercised with the specific approval of the Dean. The university requires that the last 30 hours be completed at Ohio Northern University.

Check the 'R' column above when the ONU equivalent has been completed at ONU with a grade of 'D' or better. Credit hours earned in such courses will not transfer to ONU. The courses may be used to satisfy specific course completion requirements.

I have read and understand the ONU policies as printed below.

Student Signature	Date	Dean of College Signature	Date

*Please complete this form and press button above to print it out.
Then sign it and deliver it to your Dean's office for signature.*