OBERLIN COLLEGE
REQUEST FOR PRELIMINARY & FINAL APPROVAL
(FOR ALL COURSEWORK TRANSFERRED TO OBERLIN INCLUDING STUDY AWAY)

PRINT NAME ____________________________ A&S ___ CON ___ DD _____ Expected date of graduation ____________
Last First Middle Initial
T# __________________ OCMR# ______ MAJOR(s) ___________________ CLASS (circle one): FR SO JR SR 5TH YR

COLLEGE OR UNIVERSITY ATTENDED: ___________________________________________ Dates: ____________________

STUDY AWAY STUDENTS: PLEASE READ AND COMPLETE THIS SECTION BEFORE CONTINUING.

STUDY AWAY PROGRAM: ____________________________________________ Affiliated [ ] Non-Affiliated [ ]
Semester(s) of Leave: ______________________________ Dates of Study: From __________ To __________

STUDY AWAY- AFFILIATED & NON-AFFILIATED PROGRAMS:
Affiliated: 1) For credit to be counted toward major or minor requirements: Preliminary departmental approval
must be obtained by the department chair or designated deputy.
2) For elective credit (i.e. credit NOT to be counted toward major or minor requirements): You do not
need to obtain departmental preliminary approval, nor does the department chair need to review work
upon your return.
Non-Affiliated: Preliminary and subsequent final departmental approval must be obtained from the department chair or designated deputy for all courses
taken on a non-affiliated program.
If your proposed course list changes for an Affiliated or Non-Affiliated Program once you have arrived at your study away program, you must
email your revised course list to your advisor for approval with a copy to the study away office. If a new course requires departmental
approval, please email the department chair for preliminary approval. It is your responsibility to provide course materials (including copy of the
transcript, syllabi, papers, exams, and any other requested materials) to the department upon your return in order to secure final approval to
transfer credit. You must list, register for and earn at least 12 credits per semester of academic leave.

ALL STUDENTS: PLEASE COMPLETE THE FOLLOWING

OC Dept EXACT # and title of course taken

   # of Credits Requested ______

   The following information should be completed by the department chair

   Major _____ Minor _____ Elective _____ Substitutes for major course requirement or course level of: ______________

   In Dept. of: __________________________ and attribute of (please circle one): HU(Humanities) SS(Social Science) NS(Natural Science)

   If you are splitting the total course credits between major and elective: #Credits for major ______ #Credits for elective_______

   Preliminary Approval: __________________________ Dept: ______________ Date: ______________
   [ ] Review necessary [ ] No review necessary

   Final Approval Signature __________________________________________ Date ______________ Total # of Credits Granted ______

DEPARTMENT CHAIR

ATTTENTION STUDENTS: The complete transfer of credit policy is available in the Oberlin Catalog, (catalog.oberlin.edu), see Academic Policies. Courses
taken for major credit at US and all foreign institutions should be approved in advance by the appropriate department chairperson or program director. Elective
credits can be conditionally approved in the Registrar's Office. In order to transfer credit, a grade of C- or better must be earned. Grades for transferred courses
do not transfer to your Oberlin record.

Updated 02/10/10
The following information should be completed by the department chair

Major ____ Minor ____ Elective ____ Substitutes for major course requirement or course level of: __________________________

In Dept. of: __________________________ and attribute of (please circle one): HU(Humanities) SS(Social Science) NS(Natural Science)

If you are splitting the total course credits between major and elective: #Credits for major_______ #Credits for elective_________

Preliminary Approval: __________________________ Dept: __________________________ Date: __________________________

[ ] Review necessary [ ] No review necessary

Final Approval Signature __________________________ Date: __________________________ Total # of Credits Granted_________

DEPARTMENT CHAIR