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

Print Name ____________________________________________ A&S ___ CON ___ DD ___
Last __________ First __________ Middle Int. __________

Expected date of graduation __________

T# ____________________ OCMR# __________ MAJOR(s) ___________________________

COLLEGE OR UNIVERSITY ATTENDED: _______________________________________

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 given 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. This is typically 4 full courses but we may transfer the equivalent of 4 full courses as 5 courses (three full and two halves).

The following information should be completed by the department chair or designated deputy

OC Dept Title of course taken for transfer

Major _____ Minor _____ Elective _____ In the OC Department of: __________

If you are splitting a course between major and elective: # Credits for major ________ # Credits for elective ________

Substitutes for major course requirement or course level of: __________________________

Preliminary Approval Signature: __________________________ Dept: __________ Date: __________

[ ] Review necessary  [ ] No review necessary

Final Approval Signature __________________________ Date: __________ Total # Credits Granted: __________

Also Please Print Name: __________________________

DEPARTMENT CHAIR OR DESIGNATED DEPUTY

ATTENTION 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 03/25/13
The following information should be completed by the department chair or designated deputy

Major ____ Minor ____ Elective ____ In the OC Department of: ________________________

If you are splitting a course between major and elective:  # Credits for major _______ # Credits for elective _______

Substitutes for major course requirement or course level of: _______________________

Preliminary Approval Signature: ________________________  Dept: ______________________  Date: __________

☐ Review necessary  ☐ No review necessary

Final Approval Signature: ________________________  Date: __________  Total # Credits Granted: _______

Also Please Print Name: _______________________________________________  

DEPARTMENT CHAIR OR DESIGNATED DEPUTY