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

PRINT NAME ___________________________ A&S □ CON □ DD □ of graduation ___________
Last First Middle Int.

T# ___________________________ OCMR# _______________ MAJOR(s) ______________________

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 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 you do not do this, you will be required to obtain final approval from a department chair or designated deputy for ALL courses upon your return. If a new course requires departmental approval, please email the department chair for preliminary approval. It is your responsibility to provide course materials (including a 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 or the equivalent of 4 full courses (three full and two halves).

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<tr>
<th>OC Dept</th>
<th>Title of course taken for transfer</th>
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THE FOLLOWING INFORMATION MUST BE COMPLETED IN ITS ENTIRETY BY THE DEPARTMENT CHAIR OR DESIGNATED DEPUTY. IF AN AREA IS NOT COMPLETED, THE CREDITS WILL NOT 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 10/24/16
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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