Students may not do transient work in their semester of suspension without specific written permission from Assoc. VPAA.

Permission to Enroll as a Transient Student

(Equivalencies for Off-campus Work)

Contact information during course work:

Name:						Student email :	
Student Phone: ( )						SS# Campus Box#:	
Address:						Off-Campus College/University	
City		State		Zip		Anticipated Course Completion:	/ /

Transfer Institution Information				**Heidelberg College Equivalent**–completed by chair		
Course Title	Dept.	Course #	Qtr or Sem Hrs?	Dept.	Course #	Chair or Registrar Signature

Notes:

1. Agreement: The courses identified above will transfer to Heidelberg College as indicated. It is the responsibility of the student to determine the applicability of the course(s) to degree, minor, and/or major requirements. Student should note the following:
   - Course shall not be repeat credit for a course successfully completed here at Heidelberg.
   - No more than 60 hours can be used towards graduation from a two-year school.
   - No Junior Written/Oral or Capstone courses can be transferred without prior approval by the Academic Dean
   - No specific 300/400 level BAE, ACC, or ECO courses will be transferred back to Heidelberg.
   - Beware of the quarter hour to semester hour conversion. Quarter hours divided by 1.5 = semester hours.
   - Do not select Internships, Special Topics, Independent Study Courses, or Field Experience as they rarely transfer back.
   - Beware of developmental level courses (like our MTH 090), especially English and Mathematics. They will not transfer back.
   - While a course at the 200 level may transfer back as an equivalent Heidelberg course at the 300 level, it does not count towards the hours needed at the 300 and 400 level (20 hrs. old/30 hrs. new). Similarly, no course from a junior or community college can ever fulfil this requirement.
   - Beware of P/F grading modes. No course in which a grade of P has been earned can be used to fulfill any major/minor (including allieds) or general education category requirements. Only if catalog states that P = C- or better will work transfer back for elective hours.
   - If you repeat a course for which you earned a grade of D or F at Heidelberg, no forgiveness will be applied towards your GPA.

2. This form should be processed by the student *prior to* registering for any off-campus work. If you are within your *last 30 hours at Heidelberg* (have passed 90+ hours, usually), permission from the Academic Dean must be granted via a signature on the bottom of this form. If work is needed for graduation, see website for specific deadlines for arrival of final official transcript.

3. It is your responsibility to request that an official copy of your transient transcript be sent directly to the Office of the Registrar at Heidelberg when your grades are posted. You must make this request in writing, and usually must pay a fee. Do not assume it will be taken care of automatically. We suggest that you arrange for a final transcript *when you register for the course.*

4. If you are in a suspension status, during the semester(s) you are suspended you are permitted to transfer to Heidelberg College only enough hours to meet financial aid eligibility for standards of academic progress. See the Office of Financial Aid if you have any questions regarding financial aid eligibility.

5. If you are enrolled in cooperative programs off-campus, the grades received will apply towards your Heidelberg cumulative GPA, the course titles and all grades will be listed (including D's and F's), and all work will contribute towards your cumulative GPA. Internships are allowed. Examples of cooperative programs include Seville, Spain; American Junior Year in Germany; and Washington Semester. See Registrar for a complete listing. Not all study-abroad or domestic opportunities are considered "cooperative".

6. At least half of the hours in a major/minor must be done as coursework at Heidelberg College if you matriculated Fall 01 or later.

_____ _____ _____ _____

Student's Signature date Academic Advisor's Signature date

_____ _____ _____ _____

Signature of Registrar indicating institution is accredited. (Expires one year from date of registrar's signature)

Signature of Academic Dean - if in last 30 hours

Heidelberg College Office of the Registrar 310 E. Market Street, Tiffin OH 44883
Phone (419) 448-2091 Fax (419) 448-2122 Email Registrar@heidelberg.edu 06/06 mrm

White – Registrar's Office, Yellow – Advisor, Pink – Student –distribution done by Office of Registrar upon completion of form.