TRANSIENT STUDENT PERMIT

If you’d like to take a course at another institution, please complete this form prior to registering for the course!

**Step 1.** Check BW’s online Transfer Guides for course equivalency!
**Step 2.** Make sure the course is being offered at the transient institution!

Student ID # ___________________ Date ___________________ Cum GPA (Min. 2.0 required) ______________

Name __________________________________________________________ Phone ____________________

LAST FIRST

Email ____________________ (Upon approval, this form will be emailed to you to take with you to register.)

Institution at which course work is to be done ______________________________________________________

Student’s Signature ____________________________________________ (Please Note: If course(s) puts you over 18 credit

hours for the semester, your Advisor’s signature is required.)

*****VERY IMPORTANT*****

Upon completion of course request your official transcript be mailed to

Fay Stager, BW Reg & Records 275 Eastland Rd Berea OH 44017 or emailed directly from the institution to fstager@bw.edu

Semester you’ll be taking transient course: Fall _____ Spring _____ Summer _____

<table>
<thead>
<tr>
<th>Transient Institution Course Info</th>
<th>Baldwin Wallace Equivalent Course Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept &amp; Course #</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Math Transient Policy: Students must have an ACT score of 22, SAT of 520, or ALEKS score of 75 or above before they may receive permission to register for the equivalent of any of our MTH courses (except MTH-101 & 105) at another institution.

Approval of Registrar ___________________________ Date of Approval ______________________

Students must complete 45 semester hours of their Academic Program at BW.

CONDITIONS OF TRANSFER

1. All Undergraduate courses must receive a “C” grade or better. All Graduate courses must be a “B” grade or better.
2. The Registrar of Baldwin Wallace University is the final authority on transfer of credit.
3. All work must be done at an institution accredited by a regional accreditation association.
4. Number of credit hours taken at another institution may not exceed the number that may be earned at BW in a like period.
5. Only the credit hours will transfer - and not the grades received. Your BW GPA will not change.
6. All financial obligations to Baldwin Wallace University must be satisfied.

Email completed form to fstager@bw.edu or fax to 440-826-6522