TRANSIENT STUDENT PERMIT FORM

Check WebExpress Transfer Guides for course equivalency - Dept Chair approval required for courses not listed on Transfer Guide*

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_____

Reason for not doing work at BW: ☐ Financial ☐ Not Offered ☐ Location ☐ To Graduate on Time

Other:_____

Student's Signature _____ Date _____

Upon completion of course(s), request your transcript to be sent to:

Fay Stager, BW Reg & Records
275 Eastland Rd Berea OH 44017

Semester you'll be taking transient course: **Fall 20____** Deadline: Aug. 1st **Spring 20 _____** Deadline: Dec 1st **Summer 20____** Deadline: May 1st

Transient Institution Course Info			Baldwin Wallace Equivalent Course Info	
Dept & Course #	**Title**	**Sem. Hrs.**	**BW equivalent Course #**	**Dept. Chair Signature*** (only needed if course is not listed in BW transfer guide)

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-137) at another Institution.

Approval of Registrar _____ Date of Approval _____

Baldwin Wallace University Transient Student Permit Form is for U.S. Institutions only. Work to be done at foreign institutions requires special processing. Inquire at the Office of Study Abroad. Students must complete 45 semester hours of their Academic Program at Baldwin Wallace.

CONDITIONS OF TRANSFER

1. All Undergraduate courses must be 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 the regional accreditation association.
4. Number of credit hours taken at another institution may not exceed the number that may be earned at Baldwin Wallace University in a like period of time.
5. Only credit hours and not grades are transferred.
6. All financial obligations to Baldwin Wallace University must be satisfied.

Email completed form to fstager@bw.edu or fax to 440-826-6522 3/15