

**The University of Findlay  
Office of the Registrar**

**Transient or Correspondence Approval  
(Submit before taking the course)**

Name of Institution where course(s) will be taken		
Address of Institution	City, State, Zip	
Student Name	UF ID Number	Semester/Year Applying for
Local Address (include City, State & Zip)		Local Phone Number
Email Address (where you want this form to be emailed to)		

**NOTE:**

If the Office of the Registrar does not have a current catalog for the above institution, please provide a catalog or course description.

If a student is within the last thirty hours of degree work, the Student Academic Standards Committee must approve the request. Please attach a copy of approval to this form.

The applicant must request an official transcript of transfer credit to be sent directly to the Office of the Registrar at The University of Findlay.

Only a grade of "C" or better will be transferred. Credit/No Credit or Pass/Fail grades will not be accepted.

Courses from a two year institution cannot transfer to UF as upper level courses (300/400 level).

Transfer credit will not affect the cumulative grade point average at The University of Findlay. (In the case of repeat courses, the lower grade will be dropped but the higher grade will not be applied to the GPA.)

Final test for correspondence courses must be monitored at The University of Findlay.

This approval is void if coursework is taken during a period of suspension or dismissal.

**OFFICE USE ONLY**

Course Number and Title (Ex: BIOL 140 Biology I)	Type of Hours (Sem/Qtr) Ex: 3 sem hrs	The University of Findlay Equivalent	Approved	UL

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Office of the Registrar Date \_\_\_\_\_