

Ashland University
 Registrar's Office
 401 College Ave
 Ashland, OH 44805



Phone: 419-289-5027
 Fax: 419-289-5939
 Email: regis@ashland.edu

**PLEASE ALLOW 3-5 DAYS FOR COMPLETION OF THE FORM
TRANSIENT STUDENT CERTIFICATION**

Registrar's Office

STUDENT NAME & ADDRESS

COLLEGE OR UNIVERSITY TO ATTEND

TERM/YEAR TO ATTEND: _____

Student Signature: _____ **ID#:** _____

The above-named student is in good standing at Ashland University, has at least a 2.00 accumulative average, and has permission to attend college or university as a transient student for term and year shown above. Transfer credit will be accepted for the following courses provided that student earns a final grade of "C-", Satisfactory or a Pass.

COURSE(S) APPROVED

AU EQUIVALENT

DEPT.	COURSE NO.	COURSE TITLE	CR. HRS.	DEPT.	COURSE NO.	COURSE TITLE	SEM HRS.

The student may enroll in courses not listed above, but acceptance of transfer credit will depend upon applicability of course to program at Ashland University.

Date _____

Registrar Signature: _____

STUDENT INFORMATION: The following is understood and agreed to by the applicant:

1. The student must request that an official transcript be sent to the Registrar's Office.
2. Transfer credit will not be granted for any course previously passed at Ashland University – including courses passed with final grade of "D"; courses may not be repeated at another institution for Ashland University grade point average improvement.
3. Transfer credit will not affect the Ashland University accumulative point average.
4. A 2.00 accumulative average at Ashland University is required before transfer credit will be granted.
5. When issuing transient permission forms, student records are not checked for duplication of credit.
6. It is the responsibility of the student to ensure that a course will transfer to fulfill a Core Requirement if a direct equivalency is given.

***Instructions for completion of the form on the back.**



Instructions for completing this form:

- 1.) Complete the top of this form with:
 - Name
 - Address where you want the form sent
 - Student ID number
 - Name of other school
 - Signature
- 2.) Fill in course(s) from other school that you wish to take
- 3.) Return form to the Registrar's office, 206 Founders Hall.
- 4.) Registrar will complete AU course equivalency section.
- 5.) You will receive a completed copy of this form to give to the other school as permission to take the class(es).
- 6.) When course(s) has been completed have an official transcript sent to the Registrar's Office so that the credit can be added to your record.