

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

*Hadden Alexander, BW Reg & Records
275 Eastland Rd Berea OH 44017
or emailed directly from the institution to
halexand@bw.edu*

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

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 the BW transfer guides)

Math Transient Policy: Students must have an ACT Math score of 22, SAT Math Section Score of 550, Math Placement score of 75 or above, or B or better in MTH-021/022 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 halexand@bw.edu to submit to Registrar