



UNDERGRADUATE Transient Status Permission Form

(Follow instructions on page 2 of this form) - Revised June 2018

Student Information Ensure form is filled out completely. Forms with missing information will not be processed.

Name _____ Student ID _____
(Last) (First) (MI) (917#)

Address _____ Phone _____
(Street)

(City) (State) (Zip) Institutional GPA & Major _____

- Are you seeking Financial Aid for Transient Coursework? Yes No
- Does this transient status involve Study Abroad? Yes No
 - If yes, the Office of Education Abroad (OEA) Director's signature is required below.
- Are you an International Student? Yes No
 - If yes, Student Admissions and Programs (ISAP) Director's signature is required below.

Courses Requested Enter all information for each course and indicate whether or not you will be graduating.

Transient Term: Summer Fall Spring _____ (Year) Are you graduating in the Transient Term? Yes No

Host Institution Name	Course Prefix & Number	Hours	UWG Equivalent Course Subject & Number	Hours

Student's Acknowledgement: By signing below, I confirm that I am currently in good academic standing, am familiar with the UWG Transient Policy, and understand that it is my responsibility to (1) contact the Registrar's Office to confirm that the host institution is regionally accredited, (2) provide course descriptions/syllabi by the Department granting the credit, and (3) request an official transcript be sent to the UWG Registrar's Office. *I also understand that if I am taking this course(s) during my final semester, my graduation may be deferred to the next semester.*

Student's Signature _____ Date: _____

Approvals Online and/or distance education students can fax this form or substitute email statements for signatures.

OEA Director (Print Name) **if applicable** OEA Director (Signature) Date

ISAP Director (Print Name) **if applicable** ISAP Director (Signature) Date

Advisor: By signing below, I confirm that the student is in good academic standing and I recommend the student for enrollment as a transient student for the specified term.

Academic Advisor (Print Name) Academic Advisor (Signature) Date

Department Chair Approval: By signing below, I confirm that the student has permission to enroll in a transient status for the specified term and course(s) and will receive credit at UWG as long as they meet the minimum grade requirements.

Department Chair (Print Name) Department Chair (Signature) Date

Dean/Designee of Major College Approval: By signing below, I confirm that the Dean's Office is aware that the student has permission to enroll in a transient status for the specified term and course(s) and will receive credit at UWG as long as they meet the minimum grade requirements.

Dean/Designee (Print Name) Dean/Designee (Signature) Date

Transient Student Status Policy

Students wishing to complete classes at another college or university to count towards their degree at the University of West Georgia (UWG) must maintain good standing at UWG and be currently enrolled or enrolled within the past three semesters in order to hold active student status at UWG. Prior to taking the course(s), students must complete a Transient Status Permission Form, which includes the signatures of their advisor, the chair of the department in which the credit shall be granted, and the dean/designee of their major college. If the transient status involves study abroad, students must also obtain the signature of the Director of Education Abroad. International students must also obtain the signature of the Director of Internal Services and Programs. It is each student's responsibility to consult the Undergraduate Transfer Student Policy, Transfer Course Equivalency Tool on the Registrar's website, or contact the Registrar's Office to determine if the course will be accepted as transfer credit at UWG. Grades earned in courses taken as a transient student do not replace previous grades earned in courses taken at UWG, and duplicate credit will not be awarded. Transient status is given for one semester at a time, and students must have the host institution send a transcript of the courses taken to the Registrar's Office at UWG in order to receive credit for the coursework. For final term transient status restrictions, see Graduation Policies in the Undergraduate Catalog.

Student Responsibility:

1. Complete the Transient Status Permission Form.
2. Contact your Academic Advisor to ensure:
 - a. Student status is **Active** at UWG and is in **Good Academic Standing** during transient term
 - b. The transient course(s) is transferrable to UWG and will be accepted into your degree program
3. Obtain permission from the Chair of the department in which the credit will be granted. For example, a Sociology major planning to take a Spanish course at a host institution must get the permission of the UWG Department Chair of Foreign Languages.
4. Obtain Permission from the Dean/Designee of the student's Major College. For example, a Sociology major must get the permission of the Dean/Designee for the College of Social Sciences.
 - a. Study Abroad students must also contact the Office of Education Abroad to determine eligibility for transient status.
 - b. International Students (F or J Visa) must also contact the International Student Admissions and Programs Office to determine eligibility for transient status.
5. Submit copies of the **completed** Transient Status Permission Form to:
 - a. UWG Advisor
 - b. UWG Department Chair
 - c. UWG Dean's Office
 - d. UWG Registrar's Office
 - e. UWG Financial Aid Office (if seeking Financial Aid funds)
 - f. UWG Center for Adult Learners and Veterans (if using GI Bill funds)
6. Student must go through the host institution's admissions process, submit the completed Transient Permission Form, and register/enroll for the appropriate transient course(s) on or before the host institution's published deadline.
7. Student must send an official transcript to the UWG Registrar's Office after coursework is completed
8. **Please note:**
 - a. If student's academic standing drops to Academic Warning, Probation, or Suspension after having been granted transient permission, transient course(s) are not transferrable.
 - b. Transient courses are not calculated into the Institutional GPA, but are calculated into the Transfer GPA and HOPE GPA.
 - c. Students who do not get prior permission may not be awarded transfer credit for coursework
 - d. Transient earned credit cannot be used if student made a "C" or higher in the course at UWG.
 - e. Transient credit does not grade replace courses taken at UWG.