



# TRANSIENT PERMISSION FORM

## UNDERGRADUATE/GRADUATE

**SECTION I** *(to be completed by student)*

Student Name \_\_\_\_\_ GCID \_\_\_\_\_

Local Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Students who do not attend GCSU while taking transient courses during the Spring or Fall terms must update their records through the Registrar's Office before the printed admissions deadline.**

Transient Institution \_\_\_\_\_ Transient Term/Year \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_

*Transient Credit Information: (undergraduate students only refer to T.A.I.L. on paws.gcsu.edu)*

GCSU Course Number	Credit Hours	Equivalent Course Number At Above Institution	Credit Hours Sem/Qtr	Course approved to transfer to GCSU <i>(Registrars Office use only)</i>	Area in which course is to be applied <i>(Adviser/Coordinator Use Only)</i>		
					CORE	Major	Elective/Minor
					Core	Major	Elective/Minor

GCSU cannot accept course credit until an official transcript has been received from the transient institution. **Transient credit will not be calculated into the GCSU GPA.** Undergraduate students may transfer in a maximum of 80 semester hours of transfer/transient credit and must complete at least 21 of the last 30 hours at the 3000-4000 level at GCSU. Graduate students may transfer in a maximum of 9 semester hours as approved by the program coordinator.

I understand the above policy and request permission to take transient courses.

Student Signature \_\_\_\_\_

This student has permission to register for the courses listed above.

Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Dean's signature needed only if student is on academic suspension)*

**SECTION II** *(to be completed by the Registrar's Office)*

- Standing:     This student is in good standing and eligible to return to GCSU  
                   This student is not in good standing but is eligible to return to GCSU
- Immunization:     Satisfied     Not Satisfied     Religious Exemption

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Processed: \_\_\_\_\_ Distribution: White-Transient School; Yellow-GCSU Registrars Office; Pink-Student; Goldenrod-Adviser

# Instructions and Routing for Transient Permission Form

## Notes:

- In order to be eligible for transient status, a student must have been enrolled within the last five years.
- All holds (parking fines, library fines, etc.) must be cleared with the appropriate office before the Transient Permission form can be processed.
- Student should contact the institution in which they would like to go transient to obtain their admissions deadlines and requirements.
- The Testing Center at Georgia College & State University must approve Regent's testing at another institution.
- ONLY the courses approved on this form to be taken transient will receive credit at GCSU.
- Taking transient coursework will NOT increase your GCSU institutional GPA.
- Retaking a course that was originally taken at GCSU will in NO way affect your GCSU institutional GPA.
- Many undergraduate majors require courses to have a grade of "C" or better in order to be used toward graduation requirements. Refer to the online catalog at [www.gcsu.edu/catalog](http://www.gcsu.edu/catalog) for specifics.

## Instructions for completing Transient Permission Form:

1. Complete Section I (except portion marked as "for department use only").
2. Use the Transfer Articulation and Information Locator (T.A.I.L.) which can be found at [paws.gcsu.edu](http://paws.gcsu.edu) to determine what courses have previously been approved for transfer to GCSU.
3. Make sure you understand the transient rules set forth in the university catalog.
4. Contact your adviser to discuss plans for taking transient courses.
5. Obtain adviser signature.
6. Obtain the chair's signature if you are an undergraduate student or the Coordinator's signature if you are a graduate student.
7. If you are currently not in good standing obtain the Dean's signature.
8. Return the completed form to the GCSU Registrar's Office.

## Instructions for receiving credit for courses taken transient:

1. Complete all necessary requirements at transient institution.
2. Request a transcript from the transient institution to be sent to the GCSU Registrar's Office.
3. If you plan to complete degree requirements in the semester you are enrolled as a transient student, the transcript must be received in the Registrars Office within two weeks of the official date of graduation.