University of West Georgia undergraduate students who wish to take courses at other institutions may do so only with written permission from the Dean of their major college. The letter of transient permission must be completed and signed prior to a student’s enrollment at the host institution. The conditions under which a student may receive transfer credit for courses taken as a transient student include the following.

1. You must have a UWG GPA (IGPA) of 2.0 or greater. If you are granted transient permission and subsequently your UWG GPA falls below a 2.00 before the transient work is taken, the credit is not transferable to UWG.

2. 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.

3. You must discuss with your academic advisor what courses are appropriate for you to take as a transient student. Just because you take a course elsewhere does not mean that the course will count in your degree program. It is also your responsibility to take courses which will be accepted as transfer credit at UWG. Check the link found on the Registrar’s Office web page, Undergraduate Transfer Course Equivalents, or contact the Registrar Office if you have questions on the transferability of a course.

4. Courses completed as transient are considered to be transfer course work and are not calculated into the UWG GPA. Transient courses are calculated into the transfer GPA. Grades earned in transient courses are calculated in the HOPE GPA.

5. Courses completed with grades of “C” or better are accepted as transfer credit provided all other transient conditions are met. Courses with grades of “D” may be considered for transfer credit under certain conditions. See the Undergraduate Catalog, Admission Section, Transfer Students, for specific requirements.

6. It is the student’s responsibility to have transcripts from the host school mailed back to the UWG Registrar’s Office after course work is completed. Students may be asked to submit a copy of course descriptions from the host school in order to evaluate transfer courses.

7. Transient work during final semester: (1) some degrees have specific requirements which prohibit a student from attending another institution during their final semester. (2) students who wish to take their final semester’s course work as a transient student must provide documentation from the host institution stating when the official transcript will be sent to the UWG Registrar’s Office, and if the transcript will not be sent before UWG’s final graduation check, your graduation will be delayed one semester.

I have read and understand the above conditions:

____________________________________________________________________________
Student signature        Date