

University of West Georgia Request for Transient Permission

The 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 permissions and subsequently your UWG GPA falls below a 2.00 before the transient work is taken, the credit is **not** transferable to UWG. (**Learning Support students are not eligible for transient permission**)
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's 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](#), Admissions 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

Transient Status Permission Form

For all three colleges and the School of Nursing: See your advisor first, then proceed to the Dean's Office of the college.

Student Information (to be completed by student)

Student Name: _____ ID # _____
Student Address _____ Telephone # _____
_____ Date _____
_____ Guaranteed Tuition Attribute code _____

Required Academic Information (to be completed by Dean's Office or Advisor)

If the answer to the question below is no, then you will not be granted permission to take courses at another school as a transient student.

The student is in good standing and has a UWG GPA (IGPA) of 2.00 (Banner's Overall Institutional GPA): Yes No List GPA _____

Official Verification of Required Academic Information:

Signature of Advisor or Dean _____ Date _____

Advisor Information (to be completed by student and academic advisor)

Name (please print) _____ Semester and Year of Transient Work:
Fall _____ Spring _____ Summer _____

Name of College to Attend: _____

Address of College: _____

Does this credit involve Study Abroad? See Undergraduate Catalog for information (copy International Services & Programs).

Yes No If yes, please list countries visited and program dates.

_____ Countries _____ Dates _____

Student is limited to the courses listed below: No Limit

Advisor's Signature: _____ Date: _____

Approved for Transient Status:

Signature of the Dean: _____ Date: _____

Original should be mailed to receiving institution mentioned above.

Page One Copies to: Dean's Office, Student, Registrar.

Page Two Copies to: Dean's Office, Advisor, Student, Registrar, and Financial Aid.