



## Instructions for Undergraduate Students to Obtain Approval for Transient Status

A UWG undergraduate student who wishes to take courses at another institution for one semester can apply for transient status. If all steps are followed and permission is granted, the student can transfer the courses back to UWG for credit toward a given degree, provided the minimum grades are earned. Approval for transient status is indicated by a completed form with all required signatures and submission of the completed form to the Registrar's Office.

Note: Sometimes a student needs to change the course(s) on the approved Transient Status Permission Form. In this situation, the student must work with the Academic Advisor and Department Chair to ensure that the transient coursework will transfer to UWG.

The term "home institution" refers to the University of West Georgia. The term "host institution" refers to the school where transient courses are taken. It is the responsibility of the student to follow the steps below:

1. Complete the Transient Status Permission Form.
2. If the transient status involves study abroad AND/OR if you are in International Student, you must work through the Office of International Services and Programs to obtain transient status permission and ensure that all university procedures for study abroad and transfer of credit are met, as well as regulations that govern International Students, if applicable.
3. If the transient status does not involve study abroad, the student should contact the Registrar's Office to confirm that the host institution is regionally accredited.
4. Work with your academic advisor to ensure that the transient coursework will transfer to UWG and be accepted into your degree program.
5. Get the permission of the Chair of the department in which the credit will be granted. For example, a Sociology major who wants to take a Spanish class at a host institution must get the permission of the Chair of the UWG Department of Foreign Languages.
6. Get the signature of the Dean/Designee of your Major College.
7. Submit copies of the completed Transient Status Permission Form to the **Registrar's Office**, as well as the Advisor, Department Chair, Dean's Office, and Financial Aid.
8. Submit the Transient Permission Form and any other required documentation to the host institution on or before the host institution's published deadline. It is also the responsibility of the student to register/enroll for the appropriate course(s) at the host institution, again by its published deadlines.\*
9. \*Confirm with the Registrar's Office that you have been approved for transient status and that you are in Good Academic Standing before you register/enroll at the host institution. You must also hold active student status at UWG during the time of your transient studies.

## Additional Information for Undergraduate Students

- Learning Support students are not eligible for transient status.
- It is your responsibility to take courses that will be accepted as transfer credit at UWG. Discuss with your Academic Advisor to determine which transient courses are appropriate for your program of study. Confirm with the Chair of the credit granting department that the transient course will be accepted for credit at UWG. Check the Undergraduate Transfer Course Equivalents Tool on the Registrar's website or contact the Registrar's Office if you have additional questions about the transferability of a course.
- If your academic standing drops to Academic Warning, Probation, or Suspension after you have been approved for transient status, you should not take courses at the host institution as they will not transfer to UWG.
- Grades earned in courses taken as a transient student do not replace previous grades earned in courses taken at UWG. Duplicate credit will not be awarded.
- Transient courses are not calculated into the Institutional GPA, although they do become part of the Transfer GPA and HOPE GPA.
- Courses completed with grades of "C" or better are accepted as transfer credit. Courses with grades of "D" may be considered for transfer credit under certain conditions. See the Undergraduate Catalog for more information.
- It is your responsibility to have the transcript from the host school sent to the UWG Registrar's Office after course work is completed.
- It is not recommended that you take courses as a transient student during your final semester before graduation, because the transcript from the host institution may not be received by the UWG Registrar in time for graduation. If this happens, your graduation will be delayed one semester.
- It is the student's responsibility to confirm that approval has been granted for transient status before enrolling at the host institution. Students who do not get prior permission may not be awarded credit for coursework.

**Student should submit copies of the completed form to:**

**UWG Advisor, UWG Department Chair, UWG Dean's Office, UWG Registrar's Office, UWG Financial Aid Office, and host institution.**