

- •Transient Permission is required for any student who would like to take courses at another regionally accredited institution.
- •A completed Transient Permission Form is required before any transient coursework can receive credit.
- •Retroactive Transient Permission is permission may be given after the student has already started, or completed, coursework at another regionally accredited institution.
- •If a student plans to take more than one course as transient they must submit one permission form per course if they will require different Department Chair signatures.

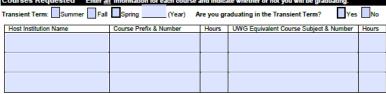


### West Georgia

#### UNDERGRADUATE Transient Status Permission Form



If yes, Student Admissions and Programs (ISAP) Director's signature is required below.



Student's Acknowledgement: By signing below, I confirm that I am currently in <u>good academic standing</u>, 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/syllable 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.

		MON ADM	
DEA Director (Print Name)	*if applicable*	OEA Director (Signature)	Date
		MINKA	
SAP Director (Print Name)	*if applicable*	ISAP Director (Signature)	Date

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

Department Chair (Signature)

Dean/Designee of Major College Approval: By signing below, I confirm that the Dean's Office is aware that the student has permission tenroll 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.



### 3 Sections:

StudentInformation

•Courses
Requested and
UWG
equivalents



Approvals

## Transient Permission Form Section 1:



#### UNDERGRADUATE Transient Status Permission Form

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

Ensure form is filled out completely. Forms with missing information will not be processed. Student Name (MI) *701234567* GAXX 3012.4Undecided Helalitins Int Somewhere (State) GPA & Maior (City) Yes X No Are you seeking Financial Aid for Transient Coursework? Does this transient status involve Study Abroad? If yes, the Office of Education Abroad (OEA) Director's signature is required below. Yes X No Are you an International Student?

If yes, Student Admissions and Programs (ISAP) Director's signature is required below.



Verify ALL information has been filled out and boxes have been checked.

\*Verify IGPA and Academic Standing!\*

# Transient Permission Form Section 2:

Courses Requested Enter <u>all</u> information for each course and indicate whether or not you will be graduating.							
Transient Term: Summer Fall Spring 20XX (Year) Are you graduating in the Transient Term? Yes No							
Host Institution Name	Course Prefix & Number	Hours	UWG Equivalent Course Subject & Number	Hours			
WGTC	WGTC BIOL 2113 3 BIOL 2021		BIOL 2021	3			
Student's Acknowledgement: By signing below, I confirm that I am currently in <b>good academic standing</b> , 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							
Student's Signature							



Ensure that coursework is transferable per equivalency tool/Dept. chair and subject matter lines up with approving Dept. Chair/Dean

# **Transient Permission Form Section 3:**

Approvals Online and/o	r distance education stud	lents can fax this form or substitute email statements for signature	es.
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 c transient student for the specif		good academic standing and I recommend the student for enrollment a	as a
Academic Advisor (Print Name	e)	Academic Advisor (Signature)	Date
		n that the student has permission to enroll in a transient status for the s g as they meet the minimum grade requirements.	pecified
Department Chair (Print Name	<del>e</del> )	Department Chair (Signature)	Date
		below, I confirm that the Dean's Office is aware that the student has pe se(s) and will receive credit at UWG as long as they meet the minimum	
Dean/Designee (Print Name)		Dean/Designee (Signature)	Date



Make sure <u>all</u> signed and dated, including OEA/ISAP if applicable

- Students can contact the Registrar's office to confirm that their transient status has been approved by their College Dean.
- Copies of the form must be submitted to the Advisor, Department Chair, Dean's Office, Financial Aid, CALV (if applicable), and Registrar's Office.
- The official approve Transient Permission Form will be sent to the transient institution by the Transfer Team.
- It is the student's responsibility to contact the transient school to apply for admissions and register for classes.



• After the transient term ends it is the student's responsibility to have an official transcript sent back to UWG for evaluation.

### **SPACMNT**

Transient Notes (TNT): Here you can view if the Transfer Team has received and processed Transient Permission Forms.

×	@ ellucian	Person Comment Form SPACMNT 9.3.12 (UWGP)				
D: 917						
PERSON COMMENT						
	Comment Type *	Transient Student Con	To Time			
	Originator	REGS Registrar's Office		Confidentiality		
	Contact		Add Date	08/19/2019		
	Contact Date	08/19/2019	Activity Date	08/19/2019		
		Appointments	Last Updated by	DTRIMBLE		
	From Time					
	Comments	Summer 2019-Received Transient Status Permission Form for Augusta University (M	EDS 3100=UWG PHIL	2020) on 08/19/19.		



## Questions/Feedback







Registrar's Office – Parker Hall 678-839-6438 <u>transfer@westga.edu</u>

