



Transient Permission Form

Office of the Registrar – Transfer Team

Transient Permission Form

- 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.



Transient Permission Form

3 Sections:

- Student Information
- Courses Requested and UWG equivalents
- Approvals



UNDERGRADUATE Transient Status Permission Form

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

Student Information Ensure form is filled out completely. Forms with missing information will not be processed.

Name _____ Student ID _____
 (Last) (First) (MI) (917#)

Address _____ Phone _____
 (Street)

 (City) (State) (Zip) Institutional GPA & Major _____

- Are you seeking Financial Aid for Transient Coursework? Yes No
- Does this transient status involve Study Abroad? Yes No
 - If yes, the Office of Education Abroad (OEA) Director's signature is required below.
- Are you an International Student? Yes No
 - If yes, Student Admissions and Programs (ISAP) Director's signature is required below.

Courses Requested Enter all information for each course and indicate whether or not you will be graduating.

Transient Term: Summer Fall Spring _____ (Year) Are you graduating in the Transient Term? Yes No

Host Institution Name	Course Prefix & Number	Hours	UWG Equivalent Course Subject & Number	Hours

Student's Acknowledgement: By signing below, I confirm that I am currently in good academic standing, 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 be deferred to the next semester.

Student's Signature _____ Date: _____

Approvals Online and/or distance education students can fax this form or substitute email statements for signatures.

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 confirm that the student is in good academic standing and I recommend the student for enrollment as a 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 _____

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

Dean/Designee (Print Name) _____ Dean/Designee (Signature) _____ Date _____

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 (if seeking Financial Aid), CALV (if using GI Bill), and host institution.



Transient Permission Form

Section 1:



UNDERGRADUATE Transient Status Permission Form
 (Follow instructions on page 2 of this form) - Revised June 2018

Student Information Ensure form is filled out completely. Forms with missing information will not be processed.

Name Student J J Student ID 917917917
(Last) (First) (MI) (917#)

Address 123 Elm St Phone 7701234567
(Street)

Somewhere GA XX 30124 Undecided Health Int
(City) (State) (Zip) Institutional GPA & Major

- Are you seeking Financial Aid for Transient Coursework? Yes No
- Does this transient status involve Study Abroad? Yes No
 - If yes, the Office of Education Abroad (OEA) Director's signature is required below.
- Are you an International Student? Yes No
 - 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 all 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	BIOL 2113	3	BIOL 2021	3

Student's Acknowledgement: By signing below, I confirm that I am currently in good academic standing, 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 be deferred to the next semester.*

Student's Signature J Student Date: 1-11-20XX

- 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/or distance education students can fax this form or substitute email statements for signatures.

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 confirm that the student is in good academic standing and I recommend the student for enrollment as a 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

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

Dean/Designee (Print Name)

Dean/Designee (Signature)

Date



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

Transient Permission Form

- 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 approved 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)

ID: 917

PERSON COMMENT

Comment Type *	TNT ... Transient Student Conf	To Time	
Originator	REGS ... Registrar's Office	<input type="checkbox"/> 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 (MEDS 3100=UWG PHIL 2020) on 08/19/19.



Questions/Feedback



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

