



# TRANSIENT STUDENT REQUEST FORM

**\*\*A degree seeking-undergraduate student who wishes to be a transient student is strongly encourage to complete this form with his/her advisor in the University Advising Center or in the Office of Academic Assistance within his/her College. The advisor will verify academic standing and will review transfer eligibility. \*\***

NAME \_\_\_\_\_ PANTHER ID \_\_\_\_\_ DEGREE/MAJOR \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ GEORGIA STATE EMAIL ADDRESS \_\_\_\_\_@student.gsu.edu

TRANSIENT INSTITUTION \_\_\_\_\_ FAX NUMBER (Required) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Year and semester, you wish to attend as a transient student \_\_\_\_\_

COURSE NAME, PREFIX, CREDIT HOURS	GSU COURSE NAME, PREFIX, CREDIT HOURS (To be completed by University Official)	AREA CREDIT WILL APPLY
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Student is currently in Good Academic Standing at Georgia State University.  Yes  No Currently Enrolled at GSU  YES  NO  
Student plans to concurrently register at GSU the same semester they are Transient  YES  NO

ADVISOR/DEPARTMENT SIGNATURE: \_\_\_\_\_ Printed Name: \_\_\_\_\_ DATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

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### Credit Transfer for Transients Students Policy (Section 1320.20)

- A course cannot be taken as a transient if previously attempted at Georgia State, including attempts which resulted in withdrawal. However, individual departments may waive this rule for their courses.
- Students may not take courses for degree credit at another institution during the semester they expect to graduate from Georgia State University.
- Transfer credit must be earned at higher education institutions with full accreditation by one of the following accreditors: MSACS, NEASC, NCACS, NCCU, WASC, SACS.
- A student must earn a minimum of 39 semester hours at Georgia State in courses numbered 3000 or above with an average grade of at least a C (2.0 GPA) and at least one-half of the hours comprising the major must be taken at Georgia State. (See Section 1440.)
- Georgia State University will allow no more than 12 semester hours of D grades to apply toward degree requirements of a baccalaureate program of study. This 12 semester hours includes both credit completed at Georgia State (resident credit) and transfer credit. Certain degree programs may designate a lesser number of D grades as acceptable. (See Section 1450.)
- It is the student's responsibility to comply with application procedures and any other requirements that the other institution may have regarding establishing status as a transient student there.

### Transient Overview

- A student must be active and eligible for enrollment at Georgia State. Students cannot request transient status if they have not attended one semester at Georgia State. Therefore, if your first semester at Georgia State results in all withdrawals for the term, you will not be eligible for transient status.
- If you are on academic Probation and at the end of the term you are enrolled at Georgia State your academic standing moves to Exclusion, the transient request will be null and void due to academic standing. (See Section 1360.10.)
- It is the student's responsibility to comply with any other requirements such as prerequisites or co-requisites that the other institution may have regarding registering for classes.
- Courses will be reviewed upon return during the articulation process. Failure to obtain written permission may result in courses not being applied to your program.
- Your advisor will forward the form to the Registrars' Office who will send the form to the Institution you plan to attend. A copy will be placed into your GSU record.
- After completing the course, it is the student's responsibility to promptly request that an official transcript be sent from the other institution to: Georgia State University, Office of Undergraduate Admissions, P.O. Box 4009, Atlanta, GA 30302-4009.

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**By signing this form, this signifies my understanding of the eligibility requirements and instructions.**

STUDENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_