Southern Polytechnic State University
Transient Request Application

Student Identification Section

Student Name	Student Identification Number
Email Address	Date

Applicable Term: (Term in which you plan to attend another institution in transient status)

Student Acknowledgement Section

I acknowledge that I have read and understand the following rules and information pertaining to transient students:

In order to take more than a total of 18 semester hours (the total from all institutions being attended in one term) you must attain your department head's approval.

You may not receive transfer credit at Southern Polytechnic State University for courses that you previously failed at Southern Polytechnic State University, except for courses that have been numbered using the University System of Georgia's core common numbering.

If you attend a university system of Georgia institution:

> You must earn at least a D to transfer a core course back to Southern Polytechnic State University, except that English 1101, Math 1111, and Math 1113 require a C.
>
> You must earn at least a C to transfer a major course back to Southern Polytechnic State University.

If you attend a non-university system of Georgia institution:

> You must earn at least a C to transfer in any course (core or major).

Permission to attend another institution as a transient student does not imply that the residency requirement as described in the catalog has been waived.

After you complete the transient course, it is incumbent upon you to have a transcript of your course work sent to Southern Polytechnic State University for consideration for transfer credit. Submission of a transcript is required without regard to the grade you receive from the institution.

If your academic standing changes to probation, suspension, or dismissal before the transient term begins, the transient permission letter is automatically rescinded.

The major department head in which the course resides must approve all transient requests. For example, a math course must be approved by the math department chair. A computer science course must be approved by the computer science department chair.

International students on an F-1 visa may only attend another institution in a transient status during the summer term.

Student Signature	Date

Course Identification Section

Name of the institution where you will attend as a transient student:

Transient School Course Numbers	SPSU Equivalent Course Number	Department Approval