



# Undergraduate Transient Clearance Form

## Office of Academic Records and Summer School

**Community colleges or other colleges / universities for which course credit only is to be transferred.**

- If you will be a transient student at another PA State System of Higher Education university and wish to transfer both the credits and the grade, complete the SSHE Visiting Student Clearance form.
- Graduate students must contact the Graduate Studies Office for transient student clearance.

**To insure that you receive proper credit for your transient coursework, complete this form before registering at another institution.**

NAME \_\_\_\_\_

                    Last                                    First                                    Middle

Student Rock ID No. A0 E-MAIL

ADDRESS (WHILE TRANSIENT) \_\_\_\_\_

PHONE (WHILE TRANSIENT)

Institution where transient

Term and Year when transient        Fall        Winter        Spring        Summer    Year    

Number of credits earned at SRU (including courses in progress) \_\_\_\_\_

Number of credits earned at other institutions, military, credit by exam \_\_\_\_\_

Total credits earned or in progress \_\_\_\_\_

### Requirements:

1. An official course description should accompany this form
2. Courses in which a grade of D,F,WF, or NC were earned at SRU may not be repeated at another institution
3. Thirty of the final 60 hours of credit prior to graduation must be earned at SRU.
4. Transfer credit can only be awarded for courses in which a grade of “C-“ or better was earned
5. Grades earned at other institutions will not be used in SRU GPA calculation
6. Undergraduate students who are suspended from SRU and all post baccalaureate students must have their Dean’s signature to be a transient student
7. Correspondence courses and credit by exam are not acceptable in transfer if taken as a transient student

**At the completion of all transient coursework, the student is responsible for having a transcript sent to: Office of Academic Records, Room 107 Old Main, SRU, Slippery Rock, PA 16057**

**Note:** *To graduate from SRU with honors, students must complete a minimum of 60 credits in residence at SRU*

**See reverse side for course requests and required signatures**

## Undergraduate Transient Clearance Form

Complete this section with your academic advisor before beginning any coursework.

Course Title at Transient School	Course # at Transient School	Number of credits	SRU Equivalent Course	SRU Course #

Student Signature\_\_\_\_\_Date\_\_\_\_\_

Advisor Signature\_\_\_\_\_Date\_\_\_\_\_

Chairperson Signature\_\_\_\_\_Date\_\_\_\_\_

*Dean's Signature Required for student on suspension, post baccalaureate student, or to waive one or more requirements on page 1*

Dean Signature\_\_\_\_\_Date\_\_\_\_\_

*Note: If your transient work will be done as a Study Abroad student you must have the signature of the Director of Global Engagement.*

Director of Global Engagement\_\_\_\_\_Date\_\_\_\_\_

**Academic Departments: Please send**

1. original to student
2. copy to student's advisor
3. copy to Dean's office
4. copy to Academic Records (107 Old Main)

*Students will be contacted by Academic Records or Academic Advisor if a problem is encountered in the approval process*

**Office of Academic Records and Summer School**  
**107 Old Main**  
**Slippery Rock University**  
**Slippery Rock, PA 16057**  
**Phone: 724-738-2010**  
**Fax: 724-738-2936**