

## TRANSIENT STUDENT FORM

(Requires 2 weeks processing time. Complete one form for each course)

STUDENT INFORMATION		
Last Name	First Name	MI
Student ID #	Major (            )	Advisor -
Current Email Address	Current Telephone #	Box #

1. Indicate whether you are:  
 Traditional Southeastern Student     DCAE Student     Graduate Student
2. Indicate the semester and year for which you seek transient status:  
 Fall (Aug-Dec) \_\_\_\_\_     Spring (Jan-Apr) \_\_\_\_\_     Summer (May-July) \_\_\_\_\_
3. Indicate how you would like your transient letter processed:  
 I will pick it up; please call me when it is ready: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 Please mail it directly to the college at the address listed below.  
 Please fax it directly to the college at the fax number listed below.

INSTITUTIONAL INFORMATION			
College or University		Accreditation	
Address	City	State	Zip
(            )	-	(            )	-
Telephone #	Fax #		
<input type="checkbox"/> Are you using Southeastern Financial Aid for the course(s) ?			
<b>If you plan to use financial aid from Southeastern University you must go to Financial Aid to fill out the consortium agreement. A copy of the transient form is required.</b>			
List below the course number and name you plan to take. Attach a course description from the school's catalog. If you take a different course, you <i>must</i> complete a new transient form.			
This course substitutes for:			
PRINT Department Chair Name		Department Chair Signature	
<i>(Signatures are required for all major core courses and/or for coverage by financial aid from the Department Chair)</i> <b>ALL SIGNED FORMS MUST BE RETURNED BY THE CHAIR - NOT THE STUDENT.</b>			

**Transfer Acceptability Check – Office of Registrar Only**

- Institution is regionally accredited or ABHE (qualifies for Religion courses)
- Course Level acceptable standard.
- Student with 63 + earned hours – only taking Gen Electives/Gen Ed at Comm. College
- Student does not have equivalent on current record
- Student has not reached 75% of program
- Student meets term limitations (12 hours for summer, 17 hours for spring or fall)

Office of Registrar Staff signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE ANY EXCEPTIONS: \_\_\_\_\_

Exception Approved    Exception Denied    Denial Reason

Registrar Approval for Exception                      Date of Approval for Exception

**STUDENT RESPONSIBILITY:**

I accept responsibility for the following:

1. Transient credit must be taken at a regionally accredited school.
2. With 63 or more earned hours, I may not take courses at a 2-year college except to meet specific General Education requirements.
3. I, the student, am responsible for applicability of transient credit. I must consult with my academic advisor in the selection of transient course(s) in my major. I understand that only courses with a “C” grade or above will be accepted in transfer.
4. If I have earned 75% of the hours in my program, I must write a letter of appeal to the Registrar explaining why transient status is necessary. (Attach to this form.)
5. I may be required by the transient school to provide a transcript which must be requested two weeks prior to need. (Transcripts fees apply)
6. I cannot take more than 17 credit hours a term including transient status courses without permission for an overload.
7. I am limited to a total of 12 hours during in combination of summer terms.
8. If I decide to take a course as a transient student that is not listed on this form, I must submit a new form to the Office of the Registrar at Southeastern University.

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_