

Motion Re Transient Credit

Motion:

The current policy regarding transient credit is repealed and replaced with the following:

Section 1320.20 Transfer Credit for Transient Students

Transient students are Georgia State University degree-seeking undergraduates who enroll temporarily at another institution with the intention of returning to Georgia State. Georgia State remains the student's home institution. Terms other than transient (such as visiting student, unclassified student, or special student) may be used at other institutions.

These regulations do not apply to credit earned through cross registration, which is considered resident credit.

A degree-seeking undergraduate student who wishes to be a transient student must obtain a transient letter from the Office of the Registrar. A transient letter is a type of letter of certification that offers information regarding a student's academic standing and is an official recommendation from Georgia State University that a student be admitted to another institution for a visiting term. Students request this letter of certification via the web. See [URL] for instructions.

A student may not take courses for degree credit at another institution during the semester he or she expects to graduate from Georgia State.

It is vital that students considering transient status review the rules regarding transfer credit (Section 1320.10), the rules regarding academic residency (Section 1440), the rules regarding credit for grades of D (Section 1450), and individual college policies on the number of course attempts. The rules in these sections specify limits on the credits taken as a transient that will transfer to Georgia State as well as limits on the credits that will count towards the Georgia State degree requirements. Students are encouraged to check with their advisor and the transfer equivalency charts prior to enrolling in the course. See www.gsu.edu/success/equivalency_charts.html

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.

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. Questions about transfer credit for courses taken as a transient should be addressed to the University Advisement Center.

Text Repealed by this Motion:

The following regulations pertain to academic credit earned by a Georgia State University degree-seeking undergraduate as a transient student at another accredited institution that the student wishes to receive transfer credit toward a degree at Georgia State. Terms other than transient (such as visiting student, unclassified student, or special student) may be used at other institutions to describe this status. Whatever the term used to describe the student's status, these regulations are applicable to Georgia State students who enroll temporarily at the other institution, with the intention of returning to Georgia State, rather than to students who officially transfer to another institution. These regulations are in addition to those described in this chapter regarding correspondence and extension work.

These regulations do not apply to credit earned through cross registration, which is considered resident credit.

A degree-seeking undergraduate student who wishes to take academic courses elsewhere as a transient student and apply those credits toward the Georgia State degree must obtain written authorization in advance from the Student Advisement Center or the Office of Academic Assistance of his or her college. Failure to obtain written authorization in advance will preclude acceptance of the transfer credit and/or will result in the student being required to meet the degree requirements of the catalog in effect at the time he or she reenrolls at Georgia State.

• GPA enrollment requirements for a transient student:

1. A student must have a minimum Georgia State cumulative GPA of 2.00 and the GPA required to enroll in the Georgia State course which is most similar to the course the student wishes to take as a transient.

2. A currently enrolled student who does not have the required Georgia State cumulative GPA cannot be approved until the current semester's grades are available and the current academic standing can be determined.

• Approval will not be granted more than three months in advance of the semester the student wishes to enroll elsewhere.

• A student may be authorized to take no more than four courses as a transient. An authorization counts toward the limit of four even if the student fails to take the course or withdraws from the course.

• A student may not take courses for degree credit at another institution during the semester he or she expects to graduate from Georgia State.

• In general, a minimum grade of C is required in any course taken elsewhere. A grade lower than C can be accepted only if both of these conditions exist: the student has not yet earned the maximum number of grades of D permitted in his or her program AND the student's degree program allows a grade of D in the particular course taken elsewhere.

• Authorization to take courses as a transient cannot be given if such approval will cause the student to violate the university's residence requirement (see Section 1440).

• 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.

- 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.
- Questions about transient credit and requests for waivers of the above rules should be addressed to the student's Office of Academic Assistance or, if the student has earned less than 42 credit hours, to the Student Advisement Center.

Rationale:

GSU's current transient policy is much more complex than those of the other research universities within the Georgia System. It is also resource intensive. In this time of tight budgets, it is appropriate to reduce administrative barriers to transient credit. This will also facilitate graduation.

In addition, the catalog text repealed by this motion listed requirements addressed in other policies (e.g., transfer credit, residency requirements). The catalog text was not always consistent and was redundant. The new policy simply references the other policies.

Background Information: The Transient Policies at UGA and Tech

University of Georgia

<http://www.reg.uga.edu/faqs/registration>

Transient Student Enrollment

What is a transient student?

A transient student is one who has been given approval by his or her home institution to attend another academic institution for a specific semester/session. A University of Georgia student who wants to take courses at another institution for a specific term (normally the summer) needs to request a Transient Letter from the Office of the Registrar. The University of Georgia remains the home institution for that student. Students from other academic institutions who wish to attend UGA for a specific term (normally the summer) must obtain a Transient Letter from their home institution and submit it to the Admissions Office.

How do I become a transient student?

UGA students must check with the institution they wish to attend to determine what that particular institution requires for admission as a transient student. They may require immunization records, transcripts and/or a transient letter before you may be admitted to register at that visiting school.

What is a transient letter?

A transient letter is a type of letter of certification that offers information regarding your academic standing and official recommendation from the University of Georgia for your entrance for the visiting term at another school.

How do I request a transient letter?

See FAQ for requesting a letter of certification. When requesting the letter online through OASIS you will only check the box for “Transient letter” as the information to include in your letter of certification. It will ask you to enter the term and year in which you will be a transient student.

Requesting a letter in person:

Keep in mind some institutions require the transient letter be sent directly from your home institution (UGA); so be sure, if you are taking the letter in person, that they will accept it from you. If you are requesting the letter in person to be sent directly to the visiting school, you will need to provide the address or fax number where the transient letter is to be sent. Be sure to bring your photo ID with you. We will not be able to process your request without it.

How do I request a transcript?

See FAQ for requesting a transcript.

What if the visiting school wants a letter specifying what classes I am allowed to take?
This type of letter is not provided by the Office of the Registrar. The University of Georgia's policy for transient students is that they may take any class at the visiting school of their choice, so long as an official transcript is sent back to the University once the course has been completed. If you need a letter specifying which classes you are to take as a visiting student, you would need to request that from your academic advisor.

I've finished my class at my visiting school, how do I get that credit on my UGA transcript?
You must request an official transcript from your visiting school to be mailed to the UGA undergraduate admissions office. Their address is Office of Undergraduate Admissions, University of Georgia, 212 Terrell Hall; Athens, GA 30602

How do I check to see if my credit from my visiting school is on my record?
You may check your credit earned on your UGA transcript that you may view online through OASIS. To view your transcript on OASIS:

- Log on to OASIS
- Choose the Student Records Main Menu
- Click on Request Transcript/Letter of Certification
- Click on View a copy of my Transcript

I've viewed my transcript online, but my transfer credit still does not show up on my UGA transcript. What should I do?
Contact the Office of Undergraduate Admissions to make sure they have received your transcript. You may need to re-request your transcript from your visiting school.

How do I transfer my HOPE scholarship to my visiting school?
A HOPE transient form must be filled out with the Office of Student Financial Aid.

Georgia Tech

<http://www.registrar.gatech.edu/students/formlanding/transspec/transientletters.php>

Transient Letters

(FOR GEORGIA TECH STUDENTS ATTENDING OTHER SCHOOLS)

Important Information:

An undergraduate student who is within 36 hours (residency rule) of graduation from Georgia Tech cannot take courses elsewhere and apply the credit toward his/her degree without prior approval. To obtain permission, the student must successfully petition the Undergraduate Curriculum Committee. Courses taken via cross-registration are considered resident credit and may be taken during the last 36 hours without Undergraduate Curriculum Committee approval.

Please note that Georgia Tech students cannot be enrolled in Georgia Tech and another institution during the same term with the following exceptions:

- Students may concurrently enroll at Georgia Tech and another Institution during the Summer Term.

- Students participating in the cross-registration program.

- Students who have the permission of the Undergraduate Curriculum Committee or Graduate Committee to be concurrently enrolled in either Fall or Spring terms.

- Students who are on a co-op work assignment, but are taking no other courses at Georgia Tech.

Georgia Tech students who wish to attend another school for a term must apply for admission to the school they wish to attend, by their deadline. The enrollment decision is made by the other school, not Georgia Tech. Georgia Tech students are responsible for verifying that courses taken elsewhere will transfer back to Georgia Tech by reviewing transfer course information on the Transfer Equivalency Catalog. For further information regarding transfer credit, refer to the Transfer Credit Information page.

Georgia Tech students who have a transient form from another institution should submit the form to the Georgia Tech Registrar's Office for processing. Students who do not have a transient form, but need to have a transient letter sent to another school, can complete and sign a Georgia Tech request form. Please allow at least one week for processing.

Ordering Via the Web

Current or recently enrolled Georgia Tech students may order certifications via the web. Students may request a certification to be mailed, or picked up (photo ID required) in the Student Records Office, Room 104 of the Tech Tower (Administration Building). There is no fee for Certifications. Web Generated requests are usually filled within 2 business days.

Instructions:

Log into Buzzport

On the Home tab locate the "REGISTRATION AND STUDENT SERVICES" channel

Select the "Registration - OSCAR" link

Select "Student Services & Financial Aid"

Select "Student Records"

Select "Verification Requests"

You should receive a confirmation message on the screen after submitting your request. If we experience any hardware problems, you will receive a "Request Failed" message and you need to try again later or fax a request as instructed below. If you continue to experience difficulty using the web, please e-mail comments@registrar.gatech.edu.

Ordering Via Fax or Mail

Former students as well as current students may complete and sign (computer generated signatures are not acceptable) a request form, submit it to room 104 of the Tech Tower (Administration Building), fax to (404) 894-0167 or mail to:

Georgia Institute of Technology

Office of the Registrar

Student Records

Atlanta, GA 30332-0315

DOWNLOAD FORM

There is no fee for Certifications. Requests are usually filled within 3 business days.