

**Concord University-Registrar's Office**

P.O. Box 1000  
Athens, WV 24712

**Transient Student Permission Form**

(Application for Permission to Earn Credits at another Institution)

**Students applying for transient student status must meet the following minimum requirements before approval may be granted:**

(a) Concord University and cumulative GPA must be at least a 2.00; (b) course listed below may not have been taken at Concord University previously and unsuccessfully completed; and (c) course listed below must have all prerequisites successfully completed as outlined by Concord University for the institution's course equivalent. ***The student must attach an unofficial copy of their transcript to this request form and must obtain all required signatures (advisor/appropriate division chair for course requested) prior to returning the form to the Registrar's Office for processing. Unofficial transcripts may be obtained from your MyCU account (student information system) or Registrar's Office. A separate form must be completed for each course represented from different divisions.***

<b>Student Name and Address (Campus Address if Applicable)</b>	<b><u>Student's ID Number</u></b>	<b><u>Semester of Enrollment</u></b>
		Fall _____ 20____ Spring _____ 20____ Summer _____ 20____
<b>Student's Major/Teaching Field</b>		

<b>Visiting Institution Name and Address (Complete Address Required)</b>

Course(s) at Visiting Institution			Concord University Course Equivalents		
Dept. & Course #	Title of Course (Specify on-line, campus, correspondence)	Credit Hours	Dept. & Course #	Title of Course	Credit Hours

\*In applying for transient permission and submitting this form, I understand and agree to abide by all Concord University catalog provisions and stipulations governing such a request. In addition, I agree to the following: 1) It is my responsibility to arrange for and request from the visiting Institution that a transcript be sent to Concord University, immediately upon completion of the work (this form does not constitute such a request); 2) I have met any prerequisites for Concord University equivalent courses; 3) The grades and quality points so earned and transferred to Concord University will be entered on his/her record here just as earned at the visiting institution and accepted toward fulfilling degree requirements and graduation with honors. However, I understand that such grades may not be used to improve a less than satisfactory grade standing in work completed at Concord University.

**Student's justification for transient request (required):** \_\_\_\_\_

\_\_\_\_\_  
\*Student's Signature:

**Advisor's Signature:** \_\_\_\_\_ *Approval Recommended OR Approval Not Recommended*

**Department Chair's Signature:** \_\_\_\_\_ *Approval Recommended OR Approval Not Recommended*

**Division Chair's Signature:** \_\_\_\_\_ *Approval Recommended OR Approval Not Recommended*

**Registrar's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Request Approved** \_\_\_\_\_ **Request Denied** \_\_\_\_\_