

Motion re: transfer credit for transient students

Approved by Admissions & Standards, March 10, 2015

Approved by University Senate, April 16, 2015

Motion:

Effective immediately

Section 1320.20 of the Undergraduate Catalog is modified as follows:

Additions	Deletions
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Section 1320.20 Transfer Credit for Transient Students	
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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.	
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<i>These regulations do not apply to credit earned through cross registration, which is not considered resident credit.</i>	
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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.	
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A student may not take courses for degree credit at another institution during the semester he or she expects to graduate from Georgia State.	
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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 for more information about transfer credit . prior to enrolling in the course. See http://advisement.gsu.edu/transfer-students/equivalency-charts/ .	
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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 is encouraged to certify the eligibility of the transient course for transfer credit with the University Advisement Center or the College Office of Academic Assistance. This should be done the semester before the student takes the transient class. Failure to certify that a transient course is eligible for transfer in a student's degree program may result in a student taking a transient class that is not eligible for transfer credit or that does not count toward the fulfillment of degree requirements at Georgia State University.	
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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. **Once the official transcript is received, credit will be considered pending for the student's degree program until finalized by an academic advisor.** Questions about transfer credit for courses taken as a transient should be addressed to the **student's advisor in the** University Advisement Center **or the college Office of Academic Assistance.**

Rationale:

The focus of this policy change is to ensure that transient students take courses that will support their academic progression. Any student who wants to take a course as a transient student can do so without authorization. However, the revised policy encourages students to certify that the classes they take as transient students will count in their degree program. This process will minimize the number of courses students take that are not eligible for transfer credit or that may not count toward the fulfillment of degree requirements at Georgia State University.