



Office of the Registrar
 Post Office Box 20479
 Savannah, Georgia 31404
 Telephone (912) 358-4153
 Fax (912) 358-3165

Savannah State University

Transient Permission Form

***This form must be Typewritten**

DEAR STUDENT: Please read the instructions on the reverse side before attempting completion of this form. A formal admissions application must be submitted to the institution for which this transient permission form is requested. It is the student's responsibility to comply with the transient institution's admissions standards and application deadlines.

| | | |
|-----------------|--------------|---------------------|
| | | |
| SSU ID | DEGREE/MAJOR | TERM TO ENROLL: |
| | | |
| | | |
| LAST NAME | FIRST MIDDLE | NAME OF INSTITUTION |
| | | |
| | | |
| MAILING ADDRESS | | ADMISSIONS OFFICE |
| | | |
| CITY | STATE | ZIP |
| | | |
| | | |
| LOCAL PHONE | HOME PHONE | CITY STATE ZIP |

Must be in good Academic Standing (2.0 GPA). Forms processed before the end of the term, prior to transient term, will be re-evaluated after grade processing. You may only be transient for one term.

List course(s) and alternates which you plan to take at the transient institution. It is your responsibility to contact the institution for their course offerings and descriptions.

Savannah State Equivalent Course(s)

Course(s) to be taken at Transient Institution

| Course Number | Course Title | Hours | Course Number | Course Title | Hours |
|---------------|--------------|-------|---------------|--------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

NOTE: Courses that are equivalent to or substitute for courses offered at Savannah State University will transfer as long as the transient institution is accredited and the student earns grades of at least "C". Grades and quality points earned in these courses will not be figured in the Cumulative Grade Point Average.

- Students cannot complete requirements or graduate at the end of the term in which they are enrolled as a transient student; however under extenuating circumstances if the course is not offered at your home institution you will be **allowed** to graduate.**

I understand the transient policy stated above and request permission to take the above listed course(s).

| | | |
|---------------------|---------------------|------------------------------|
| | | |
| Student's Signature | Advisor's Signature | Department Chair's Signature |
| | | |
| Dean Signature | | |

TO BE COMPLETED BY REGISTRAR:

This certifies that
Student's Name

- is a student in good standing at Savannah State University.
- is on academic warning, academic probation or on academic or disciplinary dismissal (restricted enrollment or exclusion) from Savannah State and has approval to register with you for the above course(s).
- is a Learning Support student and has obtained permission from the Chair of the Department of Learning Support to register with you for the above course(s).
- is eligible to return to Savannah State University.

Office of the Registrar's Office

Date

Instructions:

A formal admission application must be submitted to the institution for which this transient permission form is requested. It is the student's responsibility to comply with that institution's admissions standards and application deadlines

Savannah State University students, who are not academic probation or academic or disciplinary dismissal (restricted enrollment or exclusion), wishing to take coursework at another institution may do so by complying with the following procedures:

1. Must complete a "Transient Permission form" obtaining the approval of your advisor and returning the Form to the Registrar's Office for processing. A copy of this will be mailed to you at the address indicated on the front of this form.
2. Contact the institution you wish to attend to obtain information including application deadlines, course offering, and their description for the quarter/semester you wish to enroll.
3. If you are within thirty (30) semester hours of graduation, you must obtain the written approval of your department chair and academic dean.
4. If you are a Learning support student, you must obtain permission from the Chair of Department of Learning Support.
5. You may be approved for transient status for one term.
6. You must make a "C" or better grade to assure that the course will be accepted in transfer.
7. A student cannot complete requirements or graduate following the term he/she is in attendance as a transient student at another institution; however under extenuating circumstances if the course is not offer at your home institution you will be **allowed** to graduate.
8. It is the student responsibility at the end of the term to request an official transcript to be sent to Savannah state University.