



CLARK ATLANTA UNIVERSITY

UNDERGRADUATE TRANSIENT PERMISSION FORM

OFFICE OF THE UNIVERSITY REGISTRAR • 223 James P. Brawley Drive, S.W. • Atlanta, GA 30314
Office Number 404 880-8938 • Fax Number 404 880-6083 • www.cau.edu

ATTENTION: Please refer to the University's transient policy before completing transient permission form for study at another institution. A formal admissions application **must** be submitted to the institution for which this transient permission form is requested. It is your responsibility to comply with the transient institution's admissions standards and application deadlines.

Term to enroll: _____ YEAR: _____

_____ 900 _____
ID NUMBER DEGREE/MAJOR

Student's Contact Telephone Number: _____ I will personally deliver the Transient Permission Form (please initial) _____

TRANSIENT SCHOOL INFORMATION BLOCK (below)

STUDENT INFORMATION BLOCK (below)

NAME OF TRANSIENT INSTITUTION			LAST NAME			FIRST			MI								
STREET ADDRESS			LOCAL MAILING ADDRESS														
CITY			STATE			ZIP CODE			CITY			STATE			ZIP CODE		

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.

Course(s) to be taken at transient institution E = Equivalent to Clark Atlanta University Course(s)
S = Substitute for

Course Prefix	Course No	Host Course Title	Hrs	E/S	Course Prefix	Course No	CAU Course Title	Hrs	Core	Major

NOTE: Courses that are equivalent to or substitute for courses offered at Clark Atlanta University will transfer as long as the transient institution is regionally accredited, and you have received PRIOR permission from the appropriate academic advisor and the Executive Director of CASS to take the courses as a transient student. Grades and quality points earned in these courses will be figured in the Cumulative Grade Point Average at Clark Atlanta University. It is your responsibility at the end of the term to request an official transcript be sent to Clark Atlanta University. **THE ACADEMIC FORGIVENESS POLICY DOES NOT APPLY TO COURSES TAKEN AS A TRANSIENT STUDENT.**

I understand that Clark Atlanta University accepts transient credit only from institutions that have the following regional accreditation: Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges. In general, we do not accept credit from vocational or technical institutes. Further, I understand the transient policy and request permission to take the above listed courses(s).

Student's Signature Date

Signature of Chairperson/Advisor

Date

Signature of the Executive Director of CASS

Date

**** DO NOT WRITE BELOW THIS LINE ****

From the Office of the University Registrar: Student has permission to enroll as a transient student provided he/she meets the transient institution's admissions requirements.

<p>Academic Standing:</p> <p><input type="checkbox"/> Good academic standing</p> <p><input type="checkbox"/> Academic probation</p> <p><input type="checkbox"/> Academic suspension</p> <p><input type="checkbox"/> No Academic Standing</p>	<p>Comments: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____ <i>Office of the University Registrar</i></p> <p style="text-align: right;">_____ <i>Date Signed</i></p>
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**Clark Atlanta University
Office of the University Registrar**

**INSTRUCTIONS, RULES, AND REGULATIONS FOR TRANSIENT ENROLLMENT
AT ANOTHER INSTITUTION**

Please read these instructions completely and carefully

- A FORMAL ADMISSIONS APPLICATION MUST BE SUBMITTED TO THE INSTITUTION THAT YOU ARE REQUESTING TRANSIENT ENROLLMENT. IT IS YOUR RESPONSIBILITY TO COMPLY WITH THAT INSTITUTION'S ADMISSIONS STANDARDS AND APPLICATION DEADLINES.
- An outgoing transient student is a Clark Atlanta University (CAU) student who enrolls at another university to take APPROVED course(s). The course(s) should be applicable to the degree program at CAU.
- It is your responsibility to complete the transient enrollment application **PRIOR** to attending another institution. **Students who do not get approval prior to enrolling at another institution will NOT receive credit for those courses.**

Academic Policies:

- With prior approval, Clark Atlanta University students may enroll at other regionally-accredited colleges and universities to complete courses for degree credit. In such cases, each student must complete an Application for Transient Study prior to enrolling at the transient institution. To enroll in major courses and general electives, students' applications must be approved by the chair of the student's major department and the Executive Director of the Center for Academic and Student Success (CASS). To enroll in General Education Core courses, the student's application must be approved by the student's academic advisor and the Executive Director of CASS. Without prior approval, courses completed at other institutions of higher education will not be posted to the students' academic transcripts.
- Students may not earn more than thirty (30) credits in transient status unless they have been enrolled in an approved study abroad program, in which case total transient credits cannot exceed forty-two (42).
- **ALL** courses taken under transient status will be entered on the academic transcript. **ALL** grades are counted in the CAU grade point average.
- The Academic Forgiveness Policy does not apply to courses taken in transient status.
- Requirements for junior, senior, or graduate level (300 level and above) courses may not be met through courses taken at two-year institutions.
- As a transient student **YOU** are subject to all rules and regulations at the transient (host) institution.

Financial Aid:

- Financial aid funds do not apply towards any credit that is taken as a transient student. Aid awards will be based solely upon the courses and credit hours that the student is registered and enrolled in at Clark Atlanta University.
- If you want more information about your financial aid status as a transient student, please contact your counselor in the Office of Student Financial Aid, Haven-Warren Hall Room 210.

Procedures for completing the Transient Form:

1. Pick up the Transient Permission form from the Office of the University Registrar or go online to www.cau.edu. You must fill it out accurately and completely. Please begin this process in advance to ensure that you allow sufficient time for the departmental advisor, Center for Academic and Student Success (CASS) and the Office of the University Registrar time to review your academic records and course descriptions.
2. Consult *your* departmental advisor (major, cognate and elective courses) or the *Executive Director of CASS* (core curriculum courses) for courses that are equivalent to the Clark Atlanta University major and core curriculum courses.
3. Obtain the signature of your Department Chair/Advisor and the Executive Director of CASS.
4. Once these approvals are complete, you must return the completed form to the Office of the University Registrar for final approval. The final approval process may take **5 to 7 business days**, as your academic record will be reviewed for approval.
5. Once your application is processed, the Office of the University Registrar will mail your transient letter to the school (host institution) that you requested.
6. An official transcript must be submitted to the Office of the University Registrar upon return to Clark Atlanta University. **It is your responsibility to request a transcript from the Host Institution. Please request that the transcript is mailed to:**

Clark Atlanta University
Office of the University Registrar
223 James P. Brawley Dr. SW
Atlanta, GA 30314

Thank you.

Susan W. Gibson

University Registrar
Clark Atlanta University