



TRANSIENT APPROVAL REQUEST

to be used by UNA students who desire transient status at another institution

Last Name	First Name	Middle Name	UNA Student Number
UNA Box Number	Telephone	E-Mail Address	Major

I UNDERSTAND THAT: (read and initial each statement showing that you understand what you are signing)

- _____ • I am in good academic standing at UNA and this transient approval is void if I am on academic probation, academic warning, or conditional admission status at the end of the current UNA term.
- _____ • Transfer work is for semester hours' credit only and **does not affect** my UNA grade point average, but it will affect my overall grade point average.
- _____ • I must earn at least 50% of my credit hours from any senior level(four-year) institution. I must also earn a minimum of **30 semester hours at UNA. All graduation requirements as listed in the catalog apply.**
- _____ • **It is my responsibility** to request that a transcript of credits earned while enrolled as a transient student be sent to the University of North Alabama. Transcripts must be received by the Admissions Office by the first day of classes for the following semester after credit is earned.
- _____ • For graduating seniors, courses must be completed and transcripts must be **received at least four weeks prior to UNA's date of graduation.**

Student's Signature	Date
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Name of Other College/University from which I Wish to Take Courses	Term (ex: January 7 – May 11, 2013)
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Other College Course Number	Other College Course Title	Equivalent UNA Course Number	Semester Hours Credit
Example: <u>ENG 271</u>	<u>World Literature I</u>	<u>EN 231</u>	<u>3</u>

Explain reasons for request:

Student's Academic Advisor Signature	Date
Dean of the College Signature	Date
Teacher Certification Officer Signature (if Teacher Education student)	Date

STUDENTS

Please see instructions on how to complete your request for a transient form approval:

1. Please fill out and email to your **Academic Advisor** for signature
2. Advisor will then forward to the **Dean for signature**
3. Dean's Office will then email you a copy of the signed form to your UNA email account, along with a copy to Admissions and Registrar's Office.