

REQUEST FOR TRANSIENT LETTER / LETTER OF GOOD STANDING

Date of request Name		Date of Birth
Check one: Lette	er of Good Standing	Transient Letter
Check one: Pick	up Mail or Fax to:	
		G COURSE(S) AS A TRANSIENT STUDENT
Course Number	Course Title	Hours
nstitution as a transient s as soon as it is completed	tudent and to see that the cred	irements specified by the above lit is transferred back to Wallace State be accepted in partial fulfillment of of "C" or better is earned.
Student Signature		 Date
(To be completed by Adn	nissions personnel)	
Student is in good academic standing		GPA
Student is not in good academic Standing		
Admiss	ions Representative	 Date

Transient Requirements

- 1. In order for Wallace State Community College student's to receive permission to take courses at another institution, they must:
 - Have at least a 2.0 cumulative GPA and be in good standing.
 - Not be a first semester student.
 - Not have any registration or financial holds.
 - Not have previously completed the requested course with a grade of "C" or better.
 - Not be on a third attempt or more for the requested course.
 - Not exceed the maximum allowed credit hours for the term of attendance.
 - Not be currently enrolled in the requested course(s) at Wallace.
 - Meet the pre-requisite(s) for the requested course(s).
 - Be currently enrolled in a degree or certificate program.
 - Have requirements remaining towards a degree or certificate program.
- 2. Transient students must receive approval from their academic advisor and the Registrar's Office before taking a course at any other institution.
- 3. Credit will only be accepted from regionally accredited institutions where there are reasonable course equivalencies. It is the responsibility of the student to determine the accreditation status of any institution where they intend to take courses as a transient student.
- 4. When applying for transiency, students may need to provide the Registrar's Office with a course description for each transient course requested.
- 5. Federal regulations prohibit students from receiving aid from more than one institution during the same academic term. Therefore, all requests for financial aid during terms of transient study must be filed with Wallace State, not the host institution and initiated several weeks before the semester start date.
- 6. All tuition, fees and books/supplies owed to the host institution are to be paid directly to that institution by the student by the host school's deadline.
- 7. Transient coursework must transfer back to Wallace State and apply toward the degreeprogram the student is enrolled in.
- 8. It is the student's responsibility to provide an official transcript with final grades from the host institution upon completion of the transient courses.