

APPLICATION FOR TRANSIENT ATTENDANCE AT ANOTHER ACCREDITED INSTITUTION

Last Name _____ First Name _____ MI _____ ID No _____

Major _____ Minor _____ Year in School _____

Institution I Wish to Attend _____ Term _____ Year _____

COURSES AND CREDIT REQUESTED

Courses at Institution I Plan to Attend:

Mount Union Equivalent Course:

Course #	Title	Credits	Purpose: Gen Ed, Core, Major, Minor, Elective	Course #	Credits

I understand that all transient work taken at another institution while a Mount Union student, unless otherwise stipulated, will be recorded on my Mount Union academic record and will be included in the calculation of my GPA. I understand it is my responsibility to order an official transcript when the work is complete. I understand that if I wish to repeat a Mount Union course for change of grade, it may NOT be taken as a transient course at another institution.

Student Signature _____ Date _____

The above named student has permission to take these courses as a transient.

The student's standing at Mount Union is: ___ In Good Standing ___ On Probation ___ Suspended

Advisor Approval _____ Date _____

Department Approval _____ Date _____

(Departmental approval of transient courses is required if the course work is being pursued to satisfy major or minor requirements or if course work is within the last 32 hours before graduation.)

Registrar Approval _____ Date _____

TRANSIENT FORM INSTRUCTIONS (FOR WORK AT ANOTHER INSTITUTION)

1. Find the course you wish to take at a regionally accredited institution. (You will find this on their website.) i.e. Stark State, Tri-C, Lakeland, Kent, YSU are regionally accredited.
2. **Print the course description to include with the transient form.**
3. Review with your advisor. Obtain his or her signature.
4. If your advisor is not in the department in which you are taking the course **and** it is a requirement for your major, minor or in the last 32 hours before graduation, you will also need the signature of the department chair of the department in which you are taking the course.
5. Return form to the Registrar's Office for signature.
6. The Registrar's Office will give you a signed copy and keep a copy. You may need to present it to the transient institution. This is our agreement for how your work will transfer to Mount Union.
7. When the class is complete, order an official transcript to be sent directly to the UMU Registrar's Office, 1972 Clark Ave., Alliance, OH 44601. We are a member of e-Script. If the institution you attend has an electronic transcript service, it may be sent electronically.
8. If taking transient work in your last semester before graduation, ask the Registrar's Office for the grade deadline to be processed in time for graduation. Your graduation cannot be processed until your official transcript is received. If not received by the deadline, your graduation will not be processed until the next degree conferral date.

Note: you must be in good standing academically and financially to have your form approved in the registrar's office. **A COURSE TAKEN AT MOUNT UNION MAY NOT BE REPEATED FOR CHANGE OF GRADE AT ANOTHER INSTITUTION.**

10.2016