

Capital University

TRANSIENT STUDENT APPLICATION

Name of Student _____ ID # _____

(Name of College or University work is to be taken) _____ Semester or Quarter work to be taken _____ Anticipated Graduation Date _____

Transient Univ. Dept /CRSE #	Transient Univ. Credit Hours	Capital Univ. Equivalent Dept / CRSE #	Capital Univ. Equivalent Credit Hours	-Gen Ed -Major -Elect	Signature Dept. Chair or Director of General Education

(See #2 below regarding residency requirements)

Signature of Student

Signature of Advisor

TRANSIENT STUDENT APPLICATION INSTRUCTIONS

1. The student named above, regularly enrolled at Capital University, has permission to attend your institution as a “transient” student for the course(s) and term specified. The above course work has been approved to be taken on a transient basis for the dates indicated. It is the student’s responsibility to insure that an official transcript is received by the Office of the Registrar, Capital University, One College and Main, Columbus, Ohio 43209. Capital University students registering for courses to replace General Education or Major requirements must have this form approved prior to taking coursework at another institute.
2. This form is to be completed by the student, advisor, and appropriate department head(s) and returned to the Office of the Registrar. The Director of General Education must sign off on a course to fulfill a general education goal if it is not part of the equivalency guides located here: <http://www.capital.edu/transfer-credit/>.
3. **Residency requirements** - 30 of the last 36 semester hours needed to complete a degree must be completed at Capital University. (See bulletin - degree requirements) Make sure enrolling in this work at another institution does not exceed this requirement.
4. Once the transient work has been placed on the student's academic record it can be viewed through Webadvisor.
5. Credit will not be granted for courses of like content taken at another institution on a transient basis if credit for the course already has been awarded at Capital. When a student fails a course at Capital and then takes a course of like content as a transient student, he or she will receive credit provided the grade is a C- or higher. Any new grade earned at another institution will not replace the failed grade at Capital.
6. **A minimum grade of “C-“ is needed in order for the course to be acceptable at Capital University.**
7. If you are taking work at an institution that is on the quarter system, please note the following conversion from quarter to semester hours:

6 quarter hours = 4.00 semester hours 3 quarter hours = 2.00 semester hours
 5 quarter hours = 3.33 semester hours 2 quarter hours = 1.33 semester hours
 4 quarter hours = 2.67 semester hours 1 quarter hours = .67 semester hours

REGISTRAR OFFICE USE ONLY:

Student is:

In good academic standing

Not in good academic Standing

Brent Koerber, Registrar
Date _____