

Malone College – Office of the Registrar

REQUEST FOR TRANSIENT CERTIFICATION

Your Name: _____ Social Security Number: _____ Date: _____

Address: _____ Campus Mail Box: _____

City: _____ State: _____ Zip: _____

Your Current Major: _____ Year you entered Malone: _____

Transient Certification Desired for the: _____ (Semester/Quarter/Term).
Circle One

AT: _____ (College/University).

Address: _____

City: _____ State: _____ Zip: _____

Reason for the Request: _____

TRANSFER COURSE(S) REQUESTED:

Dept.	Course Number	Course Title	Credit Hours
Math	11011	College Algebra	4
<small>Example</small>			

MALONE COURSE EQUIVALENT:

Dept.	Course Number	Course Title
Math	130	Intermediate Algebra
<small>Example</small>		

STUDENT INFORMATION:

- 1) Transient Certification will only be granted to *students in good academic standing* at Malone College. (2.0 cgpa or higher)
- 2) Transient Certification is required prior to the taking of coursework at other Institutions. Course(s) may not be accepted at Malone if prior approval is not obtained through the Office of the Registrar.
- 3) When this request is approved by the Registrar, a letter of transient permission will be sent to the above-named institution and a copy of the letter to the student.
- 4) It is each student's responsibility to know the transfer/transient policies of Malone College prior to seeking this status. (ie., *only credit transfers, grades do not; a grade of C is required in the course for transfer back to Malone; Graduating Senior's transient work must be in the Office of the Registrar before the end of the semester or graduation may be delayed; et cetera.*)
- 5) The student must request an official transcript from the transient institution after the coursework has been completed. This Official Transcript must be sent directly from the issuing institution to the Office of the Registrar at Malone College.
- 6) Courses used to repeat a failed course at Malone will not be approved without the prior approval of the academic department in which the Malone course was taught.
- 7) Students will not be approved to take additional courses at another institution that would place them in an academic overload as defined in the Malone College catalog.

OFFICE USE ONLY: (Do not write in this section.)

HOURS COMPLETED: _____

ACTION: _____

C G P A: _____

REGISTRAR: _____