

Instructions for Students: 1. Complete Parts A, B, C and D 2. Obtain Advisor/Dean signatures in Part E & F

Part A: STUDENT INFORMATION

Name:	CSU ID# :
CSU Degree Program:	Transient Student Status for? Term: _____ Year: _____

Part B: COLLEGE/UNIVERSITY TO ATTEND AS A TRANSIENT STUDENT

School:	Location/Branch:	
City:	State:	Zip:

Part C: COURSES TO BE TAKEN

Course Dept/Num/Section (e.g. ENG 550)	Title	Count towards Degree? (Y / N) If yes, see requirements on credit transfer	Credit Hours

Part D: NOTES AND STUDENT SIGNATURE

Students enrolled in a master's or doctoral degree program at Cleveland State University may be permitted under certain circumstances to take courses at another institution to obtain transfer credit. Students must be in good academic standing (minimum 3.0 GPA) in their degree program at Cleveland State and must consult their graduate program director and/or department chairperson prior to submitting this approval form. Students must also follow the transient procedures of the attending college or university.

After taking the course(s), students must file the Graduate Credit Transfer Form to request credits to transfer to their CSU graduate transcript. The requirements and form can be found on the Graduate Studies website under downloadable forms. Please note that grades earned in transient courses will not show on a student's CSU transcript.

Student Signature (required): _____ **Date** _____

Part E: PROGRAM APPROVAL

Graduate Program Advisor or Director Approval (required in all cases – student must be in good academic standing)

Total CSU Credits Earned to Date: _____ CSU GPA: _____

Advisor/Director Signature: _____ Date: _____

Part F: COLLEGE OF GRADUATE STUDIES (will distribute approved copies)

Dean's (or designee) Approval (required in all cases – student must be in good academic standing)

Signature: _____ Date: _____

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