

Transient Student Application

Degree-seeking students at Capital may take courses at regionally accredited collegiate institutions provided that **prior** approval is granted by Capital University by completing this form. Courses in which the student received a **C- or higher** will be posted on the academic record with the appropriate credits. Courses in which the student received lower than a C- will not receive credit. Credits earned through transient work count toward total credit requirements, but the course grades are not figured into the official GPA.

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 grade earned at another institution will not replace the failed grade at Capital or affect the student’s grade point average.

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 Signature Learning must sign off on a course to fulfill a signature learning requirement if it is not part of Capital University’s [Transfer Equivalency Guides](#).

STUDENT INFORMATION

It is the student’s responsibility to insure that an official transcript is submitted to Capital University upon completion of the course(s). Thirty out of the last 36 semester hours needed to complete a degree must be completed at Capital University (see Degree Requirements in the [Academic Bulletin](#)) It is the student’s responsibility to confirm work at another institution will not exceed this requirement.

Student Name: _____ **ID #:** _____

Class (e.g. junior, senior, etc.): _____ **Anticipated Graduation Date:** _____

TRANSIENT COURSE(S)

Name of College/University Where Transient Work Will Be Taken: _____

Term (e.g. Summer 2024): _____

If you are taking work at an institution 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 = 0.67 semester hours

| Transient School Subject/Course# | Transient School Credit Hours | Capital U Equivalent Subject/Course# | Requirement (Signature Learning, Major, or Elective) | Subject Area Signature Department Chair/Dean Director of Signature Learning |
|----------------------------------|-------------------------------|--------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------|
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Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

For Office Use Only:

Student Completed Course(s)? Yes (Transcript Received) No (Date of Drop/Withdrawal: _____ / LDA: _____)

Processed By _____ Date Received _____