



**TRANSIENT STUDENT  
REQUEST FORM**  
(RO-07/23)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax 304-462-8619 [registrar@glenville.edu](mailto:registrar@glenville.edu)

Student's Name \_\_\_\_\_ GSU ID# \_\_\_\_\_

Permanent Address \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Below are the only classes I need for graduation.  Yes  No (If yes and not enrolled in classes at GSU for term specified below, an *Academic Petition* form requesting permission to complete your last classes at another institution must accompany this form.)

Enrolling:  summer  fall  winter  spring Year: \_\_\_\_\_ Dates of enrollment (from/to): \_\_\_\_\_

Transient Institution Name \_\_\_\_\_

Institution City & State \_\_\_\_\_ Branch Campus \_\_\_\_\_  
(if applicable)

GLENVILLE STATE UNIVERSITY COURSE(S)

TRANSIENT COURSE(S)

SUBJ	CRS	Title	CR	SUBJ	CRS	Title	CR
Ex. MATH	115	College Algebra	3	Ex. MATH	1112	College Algebra	3

By signing this form, I understand and agree to the following:

- I have the required overall 2.00 GPA.**
- If graduating after the completion of the course(s) listed on this request, I must provide proof of being enrolled in above course(s) to the Registrar's Office before I will be added to the graduation list.**
- I have obtained approval to carry extra hours if my total course load for the semester indicated, including course(s) listed above, exceeds 18 credit hours for fall or spring, or 12 credit hours for the summer term.
- Upon request, I may need to provide a copy of a course syllabus or course outline.
- The above course(s) do not count toward being full-time status at Glenville State University.
- I will not receive financial aid for the course(s) listed above.
- The grades earned will be posted to my academic transcript and be calculated in my cumulative overall GPA.
- I must provide an official transcript of the above course(s) to Glenville State University after completion.
- It is my responsibility to provide a copy of this form to the institution indicated above if they require one.

Reason:  Not being offered  Repeating  Improve GPA  Need additional credits  Stay on track

Other Reason: \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

STATEMENT OF GOOD STANDING: The above student is currently in good academic standing.

Registrar's Office \_\_\_\_\_

Date \_\_\_\_\_

Approved  Denied

Reason if Denied: \_\_\_\_\_