



**GLENVILLE**  
**STATE UNIVERSITY**

## TRANSIENT STUDENT REQUEST FORM

(RO-04/22)

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 \_\_\_\_\_

I am requesting permission to enroll for: ☐ summer ☐ fall ☐ winter ☐ spring of 20\_\_\_\_\_ at:

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

Institution City & State \_\_\_\_\_

### 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:

1. 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.
2. Upon request, I may need to provide copies of course descriptions, a syllabus, or a course outline.
3. The above course(s) do not count toward being full-time status at Glenville State University.
4. I will not receive financial aid for the course(s) listed above.
5. **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.**
6. The grades earned will be posted to my academic transcript and be calculated in my cumulative overall GPA.
7. I must provide an official transcript of the above courses to Glenville State University after completion.
8. It is my responsibility to provide a copy of this form to the institution indicated above if they request one.

Justification for submitting request (must be included or form may be denied): \_\_\_\_\_

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

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

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

### Registrar's Office Use Only

☐ This student is in good academic standing at Glenville State University.

Or: \_\_\_\_\_

☐ Approved ☐ Denied

*Original will be in student file and a copy will be sent to the student.  
Statement will be placed in the "Notes" section of student's Degree Works audit.*