



**PLEASE READ INSTRUCTIONS AND COMPLETE ALL BLANKS ON THE REVERSE SIDE  
RETURN TO STUDENT RECORDS BY MAY 1 DEADLINE**

Print the form, fill it out, obtain the necessary signatures, and bring or send the completed form to the Office of Student Records (800 Lakeshore Drive, Birmingham, AL 35229-7030), or fax it to us at (205) 726-2908 NO LATER THAN MAY 1.

*This form is for students who plan to attend **summer** classes at another institution. It is not to be used to attend Fall or Spring classes at any institution. To attend Birmingham-Southern, Miles College, Montevallo, and UAB for a Fall or Spring semester, use the **BACHE** form.*

1. Complete top of form and fill in information concerning the class(es) you plan to take. **Be sure to include the complete name and address of the school you plan to attend.**

**Remember:** English composition course(s) will not count toward writing proficiency. Also, core courses may not be taken.

2. Obtain signature approval from academic advisor **first**. If you are a senior you must also obtain your **dean's signature** approval. **Upon completion of 96 credits students may not transfer more than 8 semester credits or 2 courses to Samford.** To receive a degree, students must earn **at least 50%** of their total credits from Samford.
3. Obtain signature of the department head representing the class(es) you plan to take. **(Attach a readable and highlighted copy of the complete course description(s) from the catalog of the college where you plan to attend summer classes before you obtain the department head's signature. Course descriptions must also accompany this form when it's submitted to Student Records.)** Davis Library has copies of college catalogs and many are also available online directly from the college/university itself. Students who login from a Samford IP address can access hundreds of catalogs via College Source:  
<http://www.collegesource.org/search/alpha.asp>.
4. Return completed Transient Form to the Student Records Office with your signature by May 1  
**REMEMBER: It is the student's responsibility to obtain all necessary signatures.**
5. Students who wish to attend Birmingham-Southern, Miles College, Montevallo, or UAB during the Summer term must attend as a transient **or** exchange student. **This option does not apply to the Fall or Spring semesters.** Please see Student Records for further details.
6. Both your **Samford (Institution) and Overall GPAs must be at least 2.0 at the end of the current semester** in order to have a Letter of Good Standing sent to another college or university. To have a Letter of Good Standing sent before the end of the current semester a student must have a **minimum** of a **2.50 GPA**.
7. **Be sure to request a transcript of the grade(s) from the other school be sent to Samford in order to receive credit.** All courses from transient schools are required to have a letter grade of 'C-' or better in order to be posted as earned credit on your transcript.