

**SAMFORD UNIVERSITY
REQUEST FOR A LETTER OF GOOD STANDING AND
TRANSIENT ENROLLMENT FOR SUMMER**

This form is for students who plan to attend summer classes at another institution.

This form will not be processed if it is not completely filled out with advisor's signature, correct course and recipient information and, if necessary, department chair's signature and attached course description.

Transient Student Checklist:

- Is your course pre-approved for transfer credit? Check for already-approved courses at:
<http://www2.samford.edu/artic/index.php>
If the course is approved, then:
- Confirm course is **not** satisfying a Samford Core Curriculum requirement
 - Have advisor complete the advisor checklist and sign your completed form
 - Submit form to Office of the Registrar
- If the course is not approved, then:
- Confirm course is **not** satisfying a Samford Core Curriculum requirement
 - Staple a readable and highlighted copy of the complete course description(s) from the catalog of the transient institution you wish to attend
 - Have advisor complete the advisor checklist and sign your completed form
 - Obtain signature of the Samford University department chair representing each of the class(es) you plan to take
 - Submit form to Office of the Registrar
- Apply to and register for approved courses at transient institution. Be sure to follow their policies for transient enrollment.
- I understand credit will not be applied until an official transcript is received by Samford University. **The official transcript should be mailed to the Office of the Registrar, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229, or sent electronically to transfer@samford.edu.**

Advisor Checklist:

- Discuss with the student how the attached course(s) will transfer to Samford, and if they need Department Chair approval
- Confirm course is **not** satisfying a Samford Core Curriculum requirement
- Confirm course is not only one part of an Anatomy & Physiology two-part series
- If the course is online, confirm it is not a lab science, language, speech, or theatre appreciation class
 - Online/Hybrid lab science courses must be approved by Department Chair with course description attached
- If student is a senior, confirm they are not taking more than 2 courses (8 credits total) as a transient student
- Sign student's form

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Important Information:

1. Students who wish to transfer any credit completed while a transient student towards their Samford degree must have written approval signed in advance by their academic advisor, the department chair if needed, and the registrar.
2. This work must be completed by the end of the summer term. Sixteen credits may be completed during the summer months. Credits for a course taken at another institution must equal at least 75% of the Samford credit for the course (at least a 3-credit course to meet a 4 credit course at Samford). Please see the college catalog for information about how many credits you may transfer during your Samford career.
3. If you wish to attend Birmingham-Southern, Miles College, Montevallo, or UAB during the summer term, you must attend as a transient student and not as part of the BACHE program.
4. University Core courses may **not** be taken as transient work.
5. Both Samford 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. 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. The grade will not affect your Samford GPA, nor can it be used to repeat a course taken at Samford.
6. Upon completion of 96 credits, students may transfer no more than 8 semester credits or 2 courses to Samford. To receive a degree, students must earn at least 64 credits from Samford.
7. Total combined registered credits-Samford courses plus transient enrollment (not the BACHE program)-may not exceed 18 hours unless approved by the student's school dean. Combined registered credits for transient and Samford courses may never exceed 21 hours in any term. See Class Load for Undergraduates for maximum credit hours allowed.
8. The transient institution must be regionally accredited.
9. Transient transfer credit is subject to University transfer policies and will be awarded when the official transcript from the transient institution is received. It is the student's responsibility to arrange to have a transcript sent from the transient institution directly to Samford upon completion of the course(s).
10. Courses taken on a pass/fail basis will not be accepted unless the student produces written documentation from the awarding institution that the grade represents at least a C-.
11. A Department chair's signature is needed and the Transient Enrollment/Letter of Good Standing Request Form must be accompanied by a course description(s) from the transient institution if the class(es) are not pre-approved.
12. Transient enrollment policies also apply to overseas/study abroad courses with foreign institutions. A separate form for study abroad transient work is available on the Student Records Forms page.
13. If your transient institution requires a transcript you will need to request on through the Samford Portal.
14. Transient requests will be processed in the order in which they are received.

