



Student Information

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Last 4 Digits

Address: \_\_\_\_\_  
Street City State Zip

Major: \_\_\_\_\_

Do you wish to be notified by Malone email or by phone?

Malone Email Address       Phone Number: \_\_\_\_\_

Result Notification: If approved, a letter will be mailed directly to other institution.

Required Information

Reason for Request: \_\_\_\_\_

College/University:  Stark State College  
 The University of Akron \_\_\_\_\_ Campus  
 Kent State University \_\_\_\_\_ Campus

Term:  Fall  
 Spring  
 Summer

Other Institution: \_\_\_\_\_  
Quarter or Semester Name  
Please circle one

Year: \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<u>Transient Institution</u>			<u>Malone University</u>		Approve	Deny
Course Number	Course Name	Credit Hours	Course Number	Course Name		

<u>Transient Institution</u>			<u>Malone University</u>		Approve	Deny
Course Number	Course Name	Credit Hours	Course Number	Course Name		

Office Information

ID#: \_\_\_\_\_ Hours Completed: \_\_\_\_\_ CGPA: \_\_\_\_\_  Deferred

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Registrar

Date

# Transient Information

## **How can I be eligible?**

1. You must be in Good Standing. (Defined as having a cumulative gpa of 2.0 or higher)
2. Your transient work can be taken ONLY at a college or university that is regionally accredited. (In Ohio—North Central Association, or NCA.)
3. No more than ten semester hours of transient study may be incorporated as part of the last thirty hours of a degree program.
4. Courses used to repeat a failed course at Malone will not be approved without prior approval of the academic department in which the Malone course was taught.
5. You will not be approved to take additional courses at another institution that would place you in academic overload as defined in the Malone University catalog.

## **How do I apply?**

1. Review your graduation requirements to determine courses that could be taken at another institution.
2. Search for your course selections on a website, or contact the college/university you plan to attend for transient work.
3. Obtain scheduling information and written catalog course descriptions for the course(s) you are considering for transient status.
4. Determine if the school is on semester or quarter credit hours.
5. Complete the Request for Transient Certification form available in the Office of the Registrar, or on the Registrar's web page.
6. Once the transient form is approved, the Office of the Registrar will send a letter to the other school verifying permission to enroll for the approved course(s).

## **How do I enroll for the approved transient work?**

1. Apply to the institution for transient (sometimes called GUEST) admission status.
2. Register for the approved courses following the institutions guidelines.
3. Malone's transient approval does not guarantee your enrollment at the approved institution.

## **How does this transient work affect my Malone records?**

1. In order for your transient work to appear on your Malone transcript, you must order a copy of your transcripts to be sent back to the Malone Registrar's office.
2. At the conclusion of your transient class, go to the Registrar's Office of the college/university where you have attended as a transient student and request an OFFICIAL transcript to be sent to the Office of the Registrar, Malone University, 2600 Cleveland Ave NW, Canton OH 44709.
3. You must earn a grade of "C" or better in transient coursework in order for it to be transferred back to Malone.
4. Grades earned in transient work are not calculated into your cumulative gpa; the class will appear on your transcript with the credits earned but without a grade. Transient work will be part of your final graduate honors calculation.