

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

PLEASE READ INSTRUCTIONS AND COMPLETE ALL BLANKS ON PAGE 2  
RETURN **BOTH PAGES** TO STUDENT RECORDS BY APRIL 15 DEADLINE

*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 page 2 filling in all information concerning the requested class(es). Include the complete name and address of the transient institution.
2. University Core courses may not be taken as transient work.
3. Obtain signature approval from academic advisor first. Seniors must also obtain dean's signature.
4. 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.
5. Obtain signature of the department head representing each of the class(es). Attach a readable and highlighted copy of the complete course description(s) from the catalog of the transient institution before you obtain the department head's signature. Course descriptions must also accompany this form when it is submitted to Student Records.
6. Return completed Transient Form to the Office of Student Records with all required signatures by **April 15**. It is the student's responsibility to obtain all necessary signatures.
7. Students who wish to attend Birmingham-Southern, Miles College, Montevallo, or UAB during the summer term, must attend as a transient student.
8. 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.
9. It is the student's responsibility to request an official transcript from the transient institution when the course(s) have been completed. **The official transcript should be mailed to the Office of Student Records, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229.** If the student withdraws from the course, an official transcript is required reporting the withdrawal. If the student decides to change institutions, or not to take the course approved, or take a different course, the Office of Student Records should be notified by email. For more detailed information regarding transient policies, please refer to the Catalog at <http://www.samford.edu/catalog.aspx> .

Transient transcripts must be received no later than September 15 to avoid registration and transcript holds being placed on the student's record.

**I have read the above terms and conditions and agree to comply with them.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_  
(revised 10/11/10)

