

BATTEN UNIVERSITY

Application for Approval as Transient Student

Name (Last, First, MI)	Student ID	Date
------------------------	------------	------

I request approval, **prior to registration**, to take the course(s) listed below at the following institution:

Institution	Term: ☐ Fall ☐ January Term ☐ Spring ☐ Summer	Start Date	End Date
-------------	--	------------	----------

Dept/Course #	Course Title	Hrs	Batten Equivalent	Sem Hrs	G E

Note: You may not have the minimum number of credits for your major if you take a course that is less than 4 credits.

☐ Check if receiving VA benefits.

INSTRUCTIONS

1. Complete the Application for Approval as a Transient Student and obtain your advisor's signature. Bring the completed application to the Registrar's Office. Written approval from the registrar will be emailed to you and is required **prior to registering at another college**.
2. It is your responsibility to have a transcript of work taken at another college sent directly to the Registrar's Office at Batten University immediately upon completion of the coursework.
3. **Have official transcript sent to:**

**OFFICE OF THE REGISTRAR
BATTEN UNIVERSITY
5817 WESLEYAN DRIVE
VIRGINIA BEACH, VA 23455**

Student's Signature

Advisor's Signature

Director of Global Engagement (International/Exchange Students ONLY)

PLEASE NOTE

1. Transfer credits will be accepted for grades of "C" (2.0) and above for **previously approved** courses and will apply toward your degree requirements. Neither the grade nor the quality points will appear on your Batten transcript. Therefore, your grade point average will not be affected.
2. Up to one semester hour per week of enrollment is allowed. (Summer enrollment - maximum of 12 credits.)
3. This approval is void under any of the following conditions:
 - A. Failure to indicate to the Office of Finance & Administration your intention to return to Batten University for the next semester.
 - B. Receipt of incomplete grade at the end of the current semester.
 - C. Placement on academic probation, suspension, or dismissal at the end of the current semester

☐ Approved

☐ Not approved as your last 32 semester hours must be taken at Batten to meet the residency requirement.

☐ Not approved due to low GPA, missing prerequisite, other

Signature of Registrar / Associate Registrar

Date