College of Engineering
Transient Credit Request Form

In addition to a completed Transient Credit Approval Form, students have to meet a set of additional requirements in order to obtain transient credit. The first and most important rule is that ***no transient credit will be granted after the class has been taken unless a Transient Credit Approval Form was signed off before the class started.***
The following is a checklist that students must complete *in addition to* completing a Transient Credit Approval Form. You must submit one form for all of the classes you plan to take in an academic term.

General Requirements:

Yes or No	
	Is your GPA 2.5 or higher? (First time Freshmen will not have a GPA-wait until mid-term grades are posted to average GPA)
	As of midterms, are you passing at least 9 credit hours? (Must pass at least 9 hours to be considered—will be in pending status until final grades are posted).
	Have you completed (or are you about to complete) 20 credit hours at the University of South Alabama?
	Are you enrolled full-time this semester in courses that are required for your degree program?
	Are you requesting transient credit for 8 credit hours or less in a single term (fall, spring, summer?) **Summer counts as one single term**
	Are you submitting this form before the appropriate deadline (see below)

Course-Specific Requirements:

Yes or No	
	For *each engineering course* for which you're requesting credit, is it being offered by a program ABET/EAC accreditation?
	For *each course* for which you're requesting credit, do you have a detailed syllabus or course description?
	For *each course* for which you're requesting credit, have you attempted the course more than once at South Alabama, including withdrawals?
	Are you registering for an 8-week course (summer) or a 16-week course (fall/spring*)? No part term* major specific (<4 week-7 week course) will be approved

Yes or No	Are any of the classes you're requesting fully online?

Deadline for Applying for Transient Credit:

For summer term, apply by May 1st

For fall term, apply by August 1st

For spring term, apply by December 1st

Attach the following to this form:

1) University of South Alabama Transient Credit Approval Form, completely filled out (typed)-
   http://www.southalabama.edu/departments/eforms/registrar/transient_approval_form.pdf

2) Detailed syllabus or course description for each course for which you are requesting credit

_____   _____   _____
Name (print)   Jag Number   Date

Approved 10.1.15, Revised 3.10.16, Revised 7.27.16, Revised 2.10.17