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Office of the Registrar • 770.423.6200 • registrar@kennesaw.edu

Kennesaw State University undergraduate students who wish to attend another college or university during their enrollment at KSU and receive transfer credit may apply for transient status.

Students wishing to be transient students at another institution must complete the Transient Request Form available in the Student Records tab of Owl Express. To be eligible for transient status, a student must be an undergraduate, in good standing, and have completed at least one semester at KSU. Students must be currently enrolled or enrolled within the past three semesters. Students who are not in good academic standing may complete this form to acquire a letter of no objection.

Transient coursework will not be included in the KSU Institutional GPA. If a student repeats an institutional course as a transient student and receives a higher grade in the transient course, the repeated KSU grade will be EXCLUDED from the KSU Institutional GPA.

Transient forms can only be processed for the next upcoming semester. Students on disciplinary suspension or expulsion will not be issued a transient statement. Students need to consult with their academic advisor prior to enrolling in the transient course(s).

QUALIFICATIONS

- Student must be in good academic standing, Institutional GPA must be 2.0 or greater.
- Have completed at least one semester at KSU.
- Students must be currently enrolled or enrolled within the past three semesters.

**Students who are not in good academic standing may request letter of no objection from Registrar.*

FINANCIAL AID

Students should consult with the Office of Financial Aid to discuss specific financial aid questions.

OBTAINING COURSE CREDIT

Upon completion of transient study, students must submit an official transcript from the transient college showing their final grade(s). Transcripts should be submitted immediately upon return to KSU to ensure timely and proper application of transfer credit toward degree requirements.

Students must ensure knowledge of required minimum grade for each transient course based on their KSU major program of study. A course description or syllabus may be required for evaluation and proof of equivalence to a KSU course to receive credit. The credit is recorded as transfer on the transcript and is not calculated into the student's KSU institutional GPA.

STEPS TO APPLY

1. Schedule an appointment with your academic advisor and/or department chair to determine the appropriate combination of transient coursework. Prior to appointment, research the following:
 - Review/confirm any prerequisite course(s) needed for transient course(s).
 - Compare transient course(s) and KSU course(s) through KSU's [Owl Transfer Credit Database](#) AND consult an advisor about any possible course substitutions.
2. Speak with the Financial Aid Office to arrange payment for transient course(s) and to discuss eligibility for the consortium agreement.
3. Log into Owl Express/ Student Records Tab/ Transient Letter Request to complete an online form that will auto-populate a transient letter.
4. Mail/email the transient letter to desired transient institution.
5. After completing course(s) at the transient institution and official grades have been posted, request a final official to be sent to KSU.

Disclaimer: The Office of the Registrar at KSU is only verifying if the student is eligible to go transient. It is the student's responsibility to verify the courses they plan to take will transfer back and apply to their degree program. Should you have any questions, please email registrar@kennesaw.edu.

REPEATED COURSE POLICY

If a student repeats an institutional course as a transfer/transient student and receives a higher grade in the transfer/transient course, the repeated KSU grade will be EXCLUDED from the KSU institutional GPA the next semester the student is enrolled at KSU.

FINANCIAL AID

KSU students going away as Transients:

- Request a certification of HOPE eligibility by submitting the [HOPE Transient Request Form](#).
- Certification for Summer HOPE Scholarship will be pending end-of-Spring review of all GPAs and cannot be processed until after mid- May. If registered for hours at another institution, you are responsible for payment according to their deadlines or be deleted.
- No more than 15 hours of payment are allowed per semester.
- Remember to request all final transcripts be sent to KSU Admissions.

All Transient students receive their federal aid, Stafford student loans and Pell Grant, from their home institution after enrollment is confirmed after the end of Drop/Add.

A [Consortium Agreement](#) must be completed if you are receiving any Federal Aid (i.e., Stafford Loan, Pell Grant). If you are only receiving the HOPE Scholarship or Zell Miller Scholarship, the consortium agreement is not necessary. You will need to complete the HOPE Transient Request Form. Please remember that you must be enrolled in at least 6 credit hours to qualify for loans. A Transient student coming from a school outside of Georgia cannot receive HOPE funding according to state regulations.

CROSS REGISTRATION - Atlanta Regional Consortium for Higher Education (ARCHE)

Kennesaw State University is a member of the Atlanta Regional Consortium for Higher Education, an association of colleges and universities in the Atlanta area offering a combination of reciprocal academic services, such as cross registration, interlibrary loans and visiting scholars program.

The cross registration program is available to students officially enrolled in Atlanta Regional Consortium Institutions. This program is distinct from transient status in that it is possible for a student to register for an approved course at any of the 20 consortium schools and receive credit, while paying tuition costs to the home institution. The intent is to allow qualified students to take course work in their area of study that is not available on their own campus.

Students who wish to cross register must meet all eligibility requirements under the ARCHE agreement and the University. Courses taken at a partnering school are transferred back as transfer credit. Credits earned through the ARCHE program do not count in the KSU residency requirement.

To be eligible to participate, the student must be in good standing and must have the recommendation of the faculty advisor or department chair at the home institution. Cross registration may be pursued only for courses not offered at the home institution for the given term and is not recommended for students in their last semester before graduation. KSU students must be enrolled for at least one semester hour at KSU to cross register. Students who wish to enroll in courses at member institutions of the Atlanta Regional Consortium should obtain a Cross-Registration form from the cross registration coordinator in the Office of the Registrar. Check with the coordinator for individual member college cross registration deadlines. A complete list of the requirements for eligibility and registration procedures are located on the ARCHE Registration form.

Member Colleges <http://www.atlantahighered.org>

Agnes Scott College	Georgia Institute of Technology	Morehouse School of Medicine
Brenau University	Georgia State University	Oglethorpe University
Clark Atlanta University	Interdenominational Theological	Savannah College of Art and Design - Atlanta
Clayton College & State University	Center Kennesaw State University	Spelman College
Columbia Theological Seminary	Mercer University of Atlanta	University of Georgia
Emory University	Mercer University	University of West Georgia
Georgia Gwinnett College	Morehouse College	