



TRANSIENT LETTER REQUEST FORM (F218)

Intended for the Gadsden State student wishing to take courses at another school.

INSTRUCTIONS:

Send this completed form no less than ten days before start of term to: Upon completion of the course(s), have an official transcript with final grades from the other school sent to us. If needed, use either of these addresses:	E: transient@gadsdenstate.edu M: 1001 George Wallace Drive Gadsden, AL 35902
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STUDENT INFORMATION:

Student Name _____ Student A# _____

Student Email Address _____ Phone _____

REQUESTED TRANSIENT COURSE INFORMATION:

College Name _____ Year/Term _____

Department _____ Course Number _____ Credit Hours _____ Course Title/GSCC Equivalent _____

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Department _____ Course Number _____ Credit Hours _____ Course Title/GSCC Equivalent _____

BY SIGNING BELOW, THE STUDENT UNDERSTANDS AND AGREES TO THE FOLLOWING:

1. Must be in academic good standing with a 2.0 or higher GPA.
2. Gadsden State must offer the course(s) (or equivalent) requested.
3. Prerequisites for the course(s) requested above must be successfully completed.
4. Any balance owed to the College must be paid in full before request will be approved.
5. An official transcript must be sent to Gadsden State after course completion as explained in the instructions (above).

Student Signature

Date

Records Office

Approved/Processed by

Date

Request Denied by/Reason

Date