

## **Transient Approval**

Students who wish to attend another institution during the course of pursuing a master's degree from the College of Education must have approval from their academic advisor prior to enrolling at another institution. Once approved by the advisor, if the student needs a transient letter sent to another institution for the purpose of enrolling in coursework, the student must submit a written request to the Office of Graduate Studies and Research in the College of Education. The letter must include the institution's complete mailing address along with the student's signature and student number. Letters are sent out within three business days.

Once the coursework is completed, the student is responsible for having an official transcript sent to the USA Office of the Registrar. It is also the student's responsibility to complete the proper transfer request form if the coursework is going to be used towards a master's degree. The proper form is GS Form #2 and is available on the Graduate School's web site.