

Tuskegee University
REGISTRATION AT ANOTHER INSTITUTION
[TRANSIENT STUDENT FORM]

Name: _____ ID# _____ Major: _____

Cell # _____ Home # _____

_____ **Number of credit hours you have previously transferred to Tuskegee University.** A student who has already transferred **18 or more** semester hours to Tuskegee University **will not** be allowed to transfer additional hours from another Institution to Tuskegee University. **[AP, IB and Dual Enrolled credits not included]**

_____ **Have you earned a “D” or “F” grade in this (these) course(s) at Tuskegee University?** Tuskegee University does not grant transfer credit for courses taken at another Institution if a student has earned a **“D” or “F”** grade in the course(s) at Tuskegee University.

Course #	Course Title at Other Institution	Cr. Hrs.	Course #	Equivalent Course Title at Tuskegee University	Cr. Hrs.

Comments(s) _____

1. In order to transfer credit for a course from another Institution to Tuskegee University, the course at the other Institution must carry the same or more semester hour credits as the equivalent course at Tuskegee University.
2. Students who take course(s) at another Institution for transfer to Tuskegee University must meet all Tuskegee University pre-requisites regardless of whether the other Institution requires the same pre-requisites. Students who plan to use courses at another Institution to meet pre-requisites for courses at Tuskegee University must complete these courses prior to enrolling in the Tuskegee University course. Students may take no more credit hours at another Institution than would be permitted if the student were enrolled at Tuskegee University during the same semester. For example: During summer semesters, the limit is 9 semester hours or 10 semesters if one of the course(s) is a four-hour semester course. If a student is enrolled for credit at another Institution while also being enrolled at Tuskegee University, The combined number of hours at the other Institution plus Tuskegee University **cannot** exceed the total number of hours the student would be permitted to enroll in if the student were enrolled only in courses at Tuskegee University.
3. Courses taken at another Institution in violation of the rules described above or in the Academic Regulations and Procedures for Undergraduates **cannot** be transferred to Tuskegee University even with the approval of the Advisor and Dean.
4. The student should have an official transcript forwarded to the Registrar’s Office of the other Institution to the Office of the Registrar at Tuskegee University as soon as the other Institution has posted an official grade. Transfer credits cannot be evaluated at Tuskegee University until this official transcript has been received. Students will not be permitted to register for or remain in courses for which the transfer course serves as a pre-requisite until the transfer course has been evaluated and approved. Transfer credit can be approved only for courses in which a grade of “C” or above is earned. Pass/Fail courses cannot be transferred to Tuskegee University.

Signature: _____ Approved: _____
Student Date Advisor Date

Approved: _____ Approved: _____
Department Head Date Dean

Mail Official Transcript
Office of the Registrar
136 Kresge Center
Tuskegee, AL 36088

PDF Official Transcript

- **Must arrive with pass code from a Third Party Vendor**
 - **Ex. National Student Clearinghouse**
- **Email:Registrar@tuskegee.edu**