



**Office of Academic Records**  
**5050 Ave Maria Blvd.**  
**Ave Maria, FL 34142**  
**239/280.2565 (t)**  
**239/280.2566 (f)**

# TRANSIENT STUDENT FORM - AVE MARIA UNIVERSITY

This form allows you to apply eligible transfer credits earned at other, accredited, post-secondary institutions to your Ave Maria University transcript.  
Permission, if granted, is for the term listed below ONLY.

NAME \_\_\_\_\_  
LAST FIRST MI MAJOR

SSN \_\_\_\_-\_\_\_\_-\_\_\_\_ ADVISOR \_\_\_\_\_

I HEREBY PETITION FOR APPROVAL TO ATTEND THE FOLLOWING COLLEGE/UNIVERSITY AND TAKE THE COURSE(S) LISTED:

NAME OF COLLEGE/UNIVERSITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATES OF ATTENDANCE:  
BEGIN: \_\_\_\_\_  
END: \_\_\_\_\_

I understand that if this petition is approved, the approval is only for the college/university and course(s) specified above. If I enroll in any other institution or course(s), they will also have to be evaluated and approved for transfer into the University. I understand that, in accord with the AMU transfer policy, a course taken at another institution will not replace the grade of a course previously completed at AMU nor will the grade I earn at another institution be calculated into my cumulative GPA at AMU. I also understand that I must earn a grade of "C" or better (2.0 or higher) in order for these courses to be transferred to AMU and that the credit load of the course(s) will be maintained upon transfer to AMU (eg. a 3-credit course elsewhere will be accepted as 3 credits at AMU, even if it replaces a 4-credit course). An official transcript of the above course work must be received by the Office of Academic Records, Ave Maria University, during the first semester following completion of the approved course(s).

I understand that, for transfer students, a minimum of 32 credit hours must be earned at Ave Maria University in order to receive a baccalaureate degree from AMU. I understand that, in order to graduate with academic honors (*cum laude, magna cum laude, summa cum laude*), I must complete a minimum of 64 credit hours at AMU.

## STATEMENT OF ASSENT

I have read and understood the above policy and agree to abide by it:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COURSE APPROVAL:** The above-named student is hereby approved to take the following course(s) during the term specified. Transfer credit for these courses is dependent upon satisfactory completion as noted on an official transcript from the host institution.

COURSE CODE	REQUESTED COURSE(S)	
	TITLE	CREDITS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

AVE MARIA UNIVERSITY EQUIVALENT		
COURSE CODE	TITLE	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature of Advisor Date

\_\_\_\_\_  
Signature of Department Chair (1) Date

\_\_\_\_\_  
Signature of Department Chair (2) Date

\_\_\_\_\_  
Signature of Dean of Faculty Date

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NB: If seeking to take the above course(e) for transfer as only general elective credit, the signatures of the Advisor, Department Chair(s), and Dean of Faculty are not required. The signature of the Coordinator of Academic Records, below, shall suffice.

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UNIVERSITY VERIFICATION: The Office of Academic Records at Ave Maria University hereby makes the following certifications concerning the above-named student:

- 1). The student is regularly-enrolled in a degree program and is eligible to re-enroll.
- 2). The student has secured the necessary permissions to apply the above-named course(s) to his/her Ave Maria University academic record.
- 3). The student is approved to attend the above-named institution, *for the above-named courses*, as a transient or guest student for the period of enrollment specified.

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Authorized Signature

Date

Title

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#### NOTES TO THE STUDENT

- Please compile all available course materials (such as course syllabi) and attach to this form *prior* to seeking authorization.
- If seeking permission to transfer in core or major coursework, please attach a separate sheet with your reason(s) for seeking this permission.
- If approved, ensure that your host institution sends a final, official copy of your transcript following the completion of your course(s). This transcript should be addressed to:

Ave Maria University  
Office of Academic Records  
5050 Ave Maria Blvd.  
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