

LEE UNIVERSITY Transient Student Approval Form

"Letter of Good Standing"

_____, XXX-XX-_____, _____
 (Name) (Last 4 digits of SSN) (Phone)

has permission to enroll (in the course(s) below) at:

 (Name of Institution) - *Only one institution per form please*

 (Institution's Email Address (Required))

for the following term (Term and Year): _____

LEE Student Email: _____ @ leeu.edu Student ID: _____

Student Major: _____ Number of hours completed: _____

*Petition Required: YES or NO

**NCAA Student Athlete? YES or NO
(If yes, additional signature is required below)

***A petition is required for student requesting to take courses during Fall/Spring terms or seniors in their last 30 hours of degree program**

Course Number & Title COMPLETED BY STUDENT	Credits	Lee Course Number COMPLETED BY ADVISOR/CHAIR	Advisor Approval***	Department Chair Approval***

***The signatures of your Department Chair and Advisor are required for all transfer courses intended to satisfy requirements in your major. Records & Academic Services will approve all Gen Ed courses.
 ***The Dean of School of Business must approve all transfer BUSN, MGMT, FINC, MKTG, CISS, ACCT, and ECON courses, regardless of student's major.
 ***All Math and Science courses must be reviewed by the respective department chair.

**ATHLETES Required Signature: _____ Date: _____
(Director of Athletics or NCAA Compliance Office)

It is the student's responsibility to request an official transcript be sent to:
 Lee University, Office of Records/Academic Services PO Box 3450 Cleveland, TN 37320-3450

Student Signature: _____ Date: _____

Please send completed form and documents to Higginbotham Administration Building, Records & Academic Services in HAB102
Please do not write below.

Lee Office Use Only:

The student named above is in good standing and is eligible to return to Lee University.

The student named above is NOT in good academic standing, but is eligible to return to Lee University and has permission to take courses as a transient student.

The student named above is not eligible to return to Lee University, however, the University has no objection to the student attending your institution.

Classification:

Freshman

Sophomore

Junior

Senior

Signature: _____ Date: _____
(Registrar/Assistant Registrar's Signature)

Lee Office Use Only:
 Excel Recorded: ___/___/___ IASU Recorded: ___/___/___ Mailed/Emailed: ___/___/___ Petition Dist: ___/___/___ Initials: _____

TRANSIENT STUDENT APPROVAL INSTRUCTIONS

Form Purpose:

The Transient Form stands as your “**Letter of Good Standing**” that many institutions require for students seeking to attend their school as a transient student. The form also assures you, the student, that the course will transfer back to Lee and give you the transfer equivalency information. **This form is an official document sent to the transient institution, so the email or mailing address for that institution is required.**

Form Completion Steps:

One school per form! No exceptions.

- 1) Complete the form in its entirety.
- 2) Provide the required email address for the institution.
- 3) Attach course descriptions from the transient institution in order for the courses to be reviewed. These are obtained by accessing the school’s University Catalog, copy and pasting the description into a word document, and then attaching the word document to the form.
- 4) Obtain the proper signatures.

Basic Guidelines:

- **General Core Requirements:** No signature from the academic advisor or department chair is required. Records & Academic Services will approve these courses.
 - **Core exceptions:** ALL Science and Math courses must be approved by:
 - Natural Science Department Chair
 - Mathematical Sciences Department Chair
- **Major Requirements:** **ALL courses** must be approved by the Academic Advisor and then the Department Chair.
 - **ALL Business courses** must be approved by the Dean of the School of Business

Additional Approvals Required:

- **ALL Students** who want to complete transient work in either a **Fall** or **Spring** semester are required to complete a **Petition for Exception to Academic Policy**.
- **Credit Hours 90+:** (All semesters)
Students who are in their **last 30 credit hours** are required to complete the **Petition for Exception to Academic Policy** as well as this form.
- **Athletes (NCAA Sports only):**
All (NCAA) athletes must obtain the signature **from one** of the following:
 - **Director of Athletics:** (McKenzie Athletic Building)**OR**
 - **NCAA Compliance Office:** (McKenzie Athletic Building)
- **Tennessee Resident – HOPE Scholarship Recipient:**
If you are currently receiving the HOPE Scholarship, you may be eligible for tuition assistance. Please see the coordinator of State and Private Funds in the Financial Aid Office for further information. (Admin Building – CEN217)

Wrapping it up:

After completion of the form per instructions, submit all documentation via one of the methods below:

- In an **attached PDF format** emailed to advising@leeuniversity.edu. We can not accept pictures of the form. This is an official document sent from Lee to the transient institution.
- In person (Administration Building, Room 102) **or** mailed to Records & Academic Services – 1120 North Ocoee Street, Cleveland TN, 37311.

Transferring Course Credit to Lee University:

You, the student, will need to request that an official transcript from the transient institution be sent to Lee University after completing the approved course(s). Upon receipt, the transcript will be processed and credit(s) awarded for the courses as approved on this form.