

**Creighton University College of Professional Studies  
Policies and Procedures**

<i>POLICY:</i> <b>Transient Study Policy</b>	<i>ISSUED:</i> 9/18/15	<i>REV. A</i>	<i>REV. B</i>
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**SCOPE**

This policy applies to students entering Creighton University through the College of Professional Studies.

**PURPOSE**

The purpose of this policy is to determine the alignment between a course requested for transient study credit and the related course offered at Creighton University.

1. Students in good standing (GPA of 2.00 or above) may be permitted to enroll in courses in other institutions during the summer months and in extenuating circumstances during the normal academic year.
2. In order to be considered for transient study approval, a course must be offered by an institution in good standing with a regional accreditation agency recognized by the United States Department of Education.
3. Approval of the College of Professional Studies Dean, or Dean's representative, must be obtained before taking the course. Students who complete transient study without prior approval may not be permitted to transfer the credits to Creighton.
4. Students will not normally be approved for more than 12 hours of transient study during their entire degree program at Creighton.
5. Courses in a student's major requires Dean's office approval.
6. Any course previously completed at Creighton University will not be approved for transient study at another institution. Note that this includes courses in which the student has earned grades of "D", "F", "WF" or "AF".
7. Students must earn a grade of "C" (including C-) or better in courses approved for transient study in order to be awarded credit by the College of Professional Studies.
8. At least 25% of the Magis Core credit hours must be taken from Creighton University.
9. Grades in transient study courses are not computed in determining a student's Creighton University GPA.
10. Quarter hours are equal to 2/3 semester hours. (e.g. 5 quarter hours = 3 1/3 semester hours). Fractions are added together and given TRF 000 credit.

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## **Procedure**

### Application

1. To apply for transient study the student must complete Section I of the Transient Study form.
2. The student provides the form to his/her academic advisor to complete Section II.
3. The student returns the form to the College of Professional Studies for approval. A copy will be returned to the student after the final decision has been made.

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### Posting Transient Study Credit

The student is responsible for completing the steps necessary to have transient study credits posted to the student's Creighton University academic record.

1. Only courses completed with a grade of C- or better are eligible for transient study credit.
2. Upon completion of the course with a grade of C- or better, the student requests an official transcript from the institution offering the course.
3. The official transcript must be sent directly from the institution offering the course to Creighton University College of Professional Studies, Creighton University, Omaha, NE 68178.