PRESBYTERIAN COLLEGE

TRANSIENT PERMISSION FORM

Return Completed Form to: Office of the Registrar, Smith Administration Building, Tel 864.833.8224, Fax 864.938.3776

Please read the following information carefully. If you are planning on completing coursework elsewhere and applying it to your Presbyterian degree, you must receive approval from the Registrar **prior** to attendance. Each course requires the approval of the Department Chair for the respective course.

Regulations*: Please initial each of the following items, acknowledging that you understand and will abide by the provision:

_____You must be in good academic standing (cum GPA of 2.00 or higher).
_____Courses previously completed at PC may NOT be repeated at another institution.
_____Students must complete their last 24 hours at PC.
_____If student has transferred in 74 hours, a Policy Waiver Request is required to take further off-campus hours.
_____A maximum of 8 semester hours may be earned in an approved summer session.
_____A maximum of 16 semester hours may be earned in an approved 10-12-week session.
_____You must earn a grade of 'C-' or higher in order for PC to accept the credit.
_____Grades earned elsewhere do NOT impact your PC cumulative GPA, only the credit hours are accepted.
_____Grades earned elsewhere may impact your Financial Aid GPA. Students should consult with Financial Aid prior to taking a course at another institution.
_____Grades earned elsewhere are used in the calculation of Academic Honors. This includes grades earned during study abroad.
_____Students on academic probation are not permitted to attend summer school at another institution.
_____It is your responsibility to request an official transcript be sent to the Office of Registrar at PC immediately upon completion of coursework.

A comprehensive description of the policy regarding completing coursework at other institutions can be found in the Academic Catalog. Additional information regarding transfer work and the residency requirement, which may be helpful, is also located in the catalog.

Student Information

PC ID#_____First Name_____Middle Initial_____Last Name _____

PC email address_____ Local phone # _____

Institution You Plan to Attend _____

Semester/Term of Attendance: ☐ Fall ☐ Spring ☐ Summer 20_____

Course(s) at Transfer Institution				**PC Equivalent Course (CHAIR MUST COMPLETE THIS SECTION)**				
Course Prefix	Course Number	Course Title	Hrs	**Course Prefix**	**Course Number**	**Course Title**	**Hrs**	**Registrar/Chair Approval**

The above-named student is in good standing with Presbyterian College and is approved to register for the courses listed.

_____ _____

Advisor Signature Date Registrar Signature Date