



# Transient Permission Request

Submit to a Student Affairs Office

Fax: 404-591-4957

Email: [Records@ChattahoocheeTech.edu](mailto:Records@ChattahoocheeTech.edu)

**Please Note:** Permission will only be given if the transient classes at another institution are transferable back to Chattahoochee Technical College. Grades and quality points earned in these courses will not be figured in the Cumulative Grade Point Average at Chattahoochee Technical College.

A formal admissions application must be submitted to the institution for which this transient permission form is requested. It is our responsibility to comply with the transient institution's admissions standards and application deadlines.

## Step 1: Student Information

Name: \_\_\_\_\_

Student ID #/SSN: \_\_\_\_\_ Term to enroll: Spring Summer Fall

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Step 2: Transient College Information

College Name : \_\_\_\_\_ Term to enroll: \_\_\_\_\_

Transient letter should be:

☐ Emailed: \_\_\_\_\_ @ \_\_\_\_\_

☐ Mailed: \_\_\_\_\_  
Street Address City State ZIP

## Step 3: Courses

Transient Institution Course(s)				Chattahoochee Technical College Equivalent			
Course Prefix	Course No.	Course Title	Credit Hrs.	Course Prefix	Course No.	Course Title	Credit Hrs.

**\*\*It is the student's responsibility at the end of the term to request an official transcript be sent to Chattahoochee Technical College.**

I understand that Chattahoochee Technical College accepts transient credit from institutions that have the following regional accreditation: Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges. Further, I understand the transient policy and request permission to take the above listed course(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Student is: GOOD STANDING ACADEMIC PROBATION ACADEMIC SUPENSION

All courses are approved to transfer back into CTC: YES NO