



**Bethune-Cookman University**  
**Office of the Registrar**  
**Transient Student Permission Request Form**

640 Dr. Mary McLeod Bethune Blvd.  
 Daytona Beach FL 32114  
 (Phone) 386-481-2525 (Fax) 386-481-2550

- PLEASE PRINT CLEARLY
- **Please read the instructions on the reverse side before attempting completion of this form.**
- It is the student's responsibility to comply with the transient institution's admissions standards and application deadline.

Mark one: Hold for Student Pickup ( ) Mail to Institution ( ) Fax to Institution ( )

B-CU ID#	Degree/Major	TERM TO ENROLL
LAST NAME	FIRST NAME	MI
STUDENT MAILING ADDRESS		NAME OF INSTITUTION
CITY		STATE
STUDENT CELL #	HOME #	INSTITUTION PHONE#
		INSTITUTION FAX#

List course(s) and alternates which you plan to take at the transient institution. It is your responsibility to contact the institution for their course offerings and descriptions.

Each 300-400 level course must be approved by the Dean of the School for which the course is housed at Bethune-Cookman University.

100-200 level courses do not require the Dean's Signature. Only 300-400 level courses require Dean's signature.

COURSES TO BE TAKEN AT TRANSIENT INSTITUTION				BETHUNE -COOKMAN EQUIVALENT COURSES					
Course Prefix	Course Number	Course Title	Hours	E/S*	Course Prefix	Course Number	Course Title	Hours	*D

**\*E = Equivalent to    \*S = Substitute for    \*D = Initials of Dean of School for Course**

Courses that are equivalent or substitute for courses offered at Bethune Cookman University will transfer from accredited institutions. Grades and quality points earned in transfer courses will not be calculated into the BCU cumulative grade point average.

[Student must provide proof of course enrollment to the B-CU Registrar Office immediately upon registration.](#)

I understand the transient policy stated and request permission to take the above listed course(s).

Student \_\_\_\_\_ (Signature & Date)

I approve the above courses as being required for student's program of study as listed above.

Success Coach \_\_\_\_\_ (Signature & Date)

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**TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR**

**The above named student:**

Is not on academic probation or disciplinary dismissal (restricted enrollment or expulsion) from Bethune-Cookman University and has approval to register with your institution for the above course (s).

Comments: \_\_\_\_\_

Office of The Registrar

Date of Approval

# Transient Request Form

## Approval to Take Courses at Another Institution

A FORMAL ADMISSION APPLICATION MUST BE SUBMITTED TO THE INSTITUTION FOR WHICH THIS TRANSIENT PERMISSION FORM IS REQUESTED. IT IS THE STUDENT'S RESPONSIBILITY TO COMPLY WITH THAT INSTITUTION'S ADMISSION STANDARDS AND APPLICATION DEADLINES.

### REQUIREMENTS:

Bethune-Cookman University students who wish to take coursework at another institution and have that coursework accepted for credit at Bethune-Cookman University **must:**

1. Apply for transient permission at least 14 days prior to the start of the transient term (other institution's start date);
2. Have completed at least one semester at Bethune-Cookman University;
3. Have exited all learning support requirements;
4. Have attended Bethune-Cookman University within the past three semesters;
5. Not have any outstanding financial balance at Bethune-Cookman University;
6. Not be on academic probation or academic or disciplinary dismissal (restricted enrollment or exclusion); and
7. Only grades of "C" or better will apply toward degree completion.

**NOTE:** It is the student's responsibility to [provide proof of course registration to the B-CU Registrar Office](#) and request that an official transcript be sent to Bethune-Cookman University at the end of the term during which the transient course(s) are taken.

### TO REQUEST APPROVAL FROM BETHUNE-COOKMAN UNIVERSITY:

1. This form must be filled out completely with the student ID#, transient institution's mailing address, course number and title, student contact information, and delivery method.
2. Students should contact the transient institution to obtain admission information, including application deadlines and course offerings and their descriptions for the semester/quarter that is being considered for enrollment.
3. Students should submit this form and attach a copy of the course descriptions from the other institution. The completed form and course descriptions are to be reviewed and signed by the advisor/success coach and/or College Dean **before** submittal to the Office of the Registrar. Each course must be approved and required for the student's declared major.
4. The student will submit the completed request form with appropriate signature's to the Office of the Registrar to be processed. Once approved by the Office of the Registrar, one copy will be given to the student or the transient institution; one copy will be submitted to the student's academic file.

**NOTE:** Please allow ONE WEEK for Bethune-Cookman to process this request. It is the student's responsibility to follow deadlines as specified by the other institution. [Student must provide proof of course registration to the B-CU Registrar Office](#)