

Transient Request Form

SEE IMPORTANT INFORMATION ON REVERSE SIDE.....PLEASE READ

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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. Make a grade of "C" or better in the transient course(s) taken.

NOTE: It is the student's responsibility to 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 and student contact information.
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 the 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 **before** submittal to the Office of the Registrar. Each course must be approved.
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 advisor/success coach; 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.