# Policy and Procedure Review: Transient Students

## We'll get started shortly Please be sure to mute your audio





# Policy and Procedure Review: Transient Students

## Complete College Georgia April 21, 2016





## Welcome

### **Chris Ferland**

Chair of Transient Student Review Working Group Assistant Vice President of the Office of Institutional Research Georgia College and State University

### Jonathan Hull

Assistant Director, Policy and Partnership University System of Georgia

### **Heather Collins**

Policy Analyst University System of Georgia





# **CCG Policy Review Process**

- Multiple entry points for policies
- Multiple points of deliberation
- CCG process focused on policy affecting student completion
- Approval from RACs, BOR, others
- Communication and implementation





## **Transient Student: Timeline**

- 2015: Issues identified by RACRA
- February 11, 2016: Working Group Meeting
- February March 2016: Revisions developed
- April 2016: Proposal reviewed by campus leaders
- May 2016: Finalized proposal reviewed by Chief Academic Officer
- Summer 2016: Implementation





- Academic and Student Affairs Handbook revisions
- www.completegeorgia.org/transient-student-policy

### General Responsibilities

- Home institutions
- Visiting institutions
- Students

### Clarification

- Learning Support
- Transient Permission Request Form
- Special info requested by visiting institutions





### **Example of Permission Form**



Georgia Gwinnett College Office of the Registrar 1000 University Center Lane Lawrenceville, Georgia 30043

### Transient Student Permission Request Form

Please read the instructions on the preceding page before attempting to complete this form. Students requesting transient status at another institution must be current students in good scademic standing at the home institution. Students can only request to enroll in transient courses for one term at a time. Admissions requirements vary by institution and admission acceptance does not guarantete course availability at the transient institution. It is recommended that all information required from the home and transient institutions be submitted by students as early as possible, as course availability is often limited and may affect transient registration.

Stud	lent	Inf	orm	atio	n

last Name	First Name	MI	Maiden Name (if applicable)
			(a apparate)
Mailing Address			
Dity	State	Zip Code	Phone
Student ID	-		
Transient Institution Information			
riansient institution information			

Transient Institution

Mailing Address	
City	State

	Emai

Term and Year to Enroll

 Mail to Transient Institution
 Fax to Transient Institution
 Hold for Pick Up

### Student Checklist

Review pre-requisite courses needed for transient course(s). Determine if you have all prior coursework, knowledge, and skills needed for transient course(s).

Review the home institution's equivalency table or consult an advisor about course substitution. Determine whether transient courses will fulfill general education or program requirements and obtain appropriate approval for substitution (if applicable) prior to enrolling in transient course(s).

Arrange payment for transient course(s) with visiting institution.

Upon completion of transient course, arrange for transient transcript to be sent to your home institution. Transient courses will only be added to transcript if student returns to home institution.

### Academic Equivalency (recommended)\*

Registrar Print Name

It is high recommended that students completed the following information to help ensure that ourses are accurately recorded on transcripts. Indicate whether each transmit ourse is intended to replace a general education course (b) program courses (b), or not in-tended to fulfill a degree requirement in the "CredIT Type" column. Also, indicate whether each transient course is intended to (b), or is not equivalent (4) to a home institution course in the "E-E" column.

	Transient Course Information				Home Course Information			
Credit E/S					Course Prefix	Course Number	Home Course Title	Hours
Specific guidance for transient courses taken at University of Georgia: See this link for UGA transfer equivalencies. Please note that the department that offers the UGA class a student wishes to receive credit for is the ultimate authority on how a class may transfer. The Advisor of craduation coordinator of the program a student is getting a degree from is the ultimate authority on how a transfer class may apply towards that degree.								
<b>Transient</b> I understand		0	ement :y stated in this form and the instructi	ons page	and rec	quest pe	rmission to take the above course(s).	
Student Print Na	ime		Student Signati	ire			Date	
Advisor Print N	ume (if appl	icable)	Advisor Signatu	ire (if appl	cable)		Date	
Department Ch	iir Print Na	ne (if app	licable) Department Cl	iair Signati	ire (if app	licable)	Date	
Dean Print Nam	e (if applica	ble)	Dean Signature	(if applica	ble)		Date	
Compl	Student i Student i Student i	s in goo s not in s not in	trar (select one of the followin d standing and eligible to return to h good standing, but is eligible to retu good standing, and is not eligible to rmission to enroll as a transient stuc	iome ins rn to hoi return to	itution ne insti	tution. tion.	150DS:	





### **Example of Permission Form Supplement**

### Transient Student Permission Request Form Supplement

Please read the instructions on the preceding page before attempting to complete this form. Students requesting transient status at another institution must be current students in good academic standing at the home institution. Students can only request to enroll in transient ocurses for one term at a time. Admissions requirements vary by institution and admission acceptance does not guarantee course availability at the transient institution. It is recommended that all information required from the home and transient institution. Its wise of the state of

### Student Information

Last Name			First Name		N	α	Maiden Name (if applicable)
Mailing Addres	•						
City			State		Z	ip Code	Phone
Student ID							
Transient	Institut	ion Inf	ormation				
Transient Institu	ition						
Mailing Addres							
City			State		Z	ip Code	Phone
Fax			Email				
Term and Year 1	o Enroll						
L ran Rev fulfi sien Arrr Upc add Academic	sient cours iew the hor Il general e t course(s). inge paymo n completi ed to transo <b>Equiva</b>	e(s). ne institu ducation ent for tra on of tra cript if sto ency (	tion's equivalency table or consult an adv or program requirements and obtain app nsient course(s) with visiting institution. salent course, arrange for transient trans- dent returns to home institution.	risor abo propriate :ript to b	ut course approva e sent to	e substitu l for subs your ho	r coursework, knowledge, and skills needed for ntion. Determine whether transient courses will stitution (if applicable) prior to enrolling in tran me institution. Transient courses will only be
Indicate wheth requirement is	ter each tra 1 the "Cred	insient co lit Type <sup>*</sup> 'E/S" coh	urse is intended to replace a general edu- column. Also, indicate whether each tran umn. See this link for UGA transfer equiv	cation co sient cou	urse (G) irse equa	i, progran ites (E), s	rses are accurately recorded on transcripts. m course (P), or not intended to fulfill a degree substitutes (S), or is not equivalent ( $\neq$ ) to a home
			insient Course Information				Home Course Information
Credit E/S Type	Course Prefix	Course Number	Transient Course Title	Hours	Courie Prefa	Course Number	Home Course Title Home
	-			-			
	+						

### Transient Student Agreement

I understand the transient policy stated in this form and the instructions page and request permission to take the above course(s).





### **Comment Period**

- All documents provided to RAC members
- Feedback deadline is Friday, April 29
- Final proposal posted on CCG website by May 6
- Reviewed by Chief Academic Officer in May





## Questions?

- Review Process
- Handbook Revisions
- Responsibilities
- Procedure Clarification
- Guidance Documents







### Jonathan Hull

jonathan.hull@usg.edu

404-962-3129

### **Heather Collins**

heather.collins@usg.edu

404-962-3149





completega.org