

# 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  
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# Welcome

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# 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

# Transient Student: Proposal

- Academic and Student Affairs Handbook revisions
- [www.completegeorgia.org/transient-student-policy](http://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



# Transient Student: Proposal

## 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 courses 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 institutions be submitted by students as early as possible, as course availability is often limited and may affect transient registration.

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Student ID \_\_\_\_\_

**Transient Institution Information**

Transient Institution \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Term and Year to Enroll \_\_\_\_\_

**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)\***

It is highly recommended that students completed the following information to help ensure that courses are accurately recorded on transcripts. Indicate whether each transient course is intended to replace a general education course (G), program course (P), or not intended to fulfill a degree requirement in the "Credit Type" column. Also, indicate whether each transient course equates (E), substitutes (S), or is not equivalent (x) to a home institution course in the "TIS" column. See this link for UGA transfer equivalencies.

Transient Course Information					Home Course Information				
Credit Type	TIS	Course Prefix	Course Number	Transient Course Title	Hours	Course Prefix	Course Number	Home Course Title	Hours

**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).

Student Print Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# Transient Student: Proposal

## 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

# Thank you

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