



Receipt Date & Initials

Transient Approval Form

This form is to be used by a current TTC student who is in good academic standing and wants to take a course at another regionally accredited institution for transfer credit at TTC. This form should be completed by the student with the assistance of their academic advisor. Final approval must be received from their academic dean before submitting to the Registrar's Office.

Name _____ Student ID # _____
Last First MI

Major _____ Email _____

I request to take the following course(s) at _____
Name of Accredited College/University

_____ during the _____ of _____
City and State of College/University Term Year

This college/university is on the (check one) semester system quarter system

Course Information from the Visiting College/University			Equivalent TTC Course Information	
Course ID <i>Ex. ENGL 101</i>	Course Title <i>Ex. Composition & Literature I</i>	Credit Hours	Course ID <i>Ex. ENG 101</i>	Credit Hours

Approved courses taken at another institution must be completed with a grade of C- or better to receive transfer credit. A minimum of 25% of all required courses for your major must be completed at TTC to earn a degree. Transfer credit will be awarded within 14 business days of receipt of an official transcript showing successful completion of coursework.

 Student Signature

 Date

 Academic Advisor Signature

 Date

 Dean Signature

 Date

 Registrar's Office

 Date