

Transient Permission

Guarantee of Transfer Credit Upon Approval

Student 920#	Student's Full Name	<input type="checkbox"/> Freshman	<input type="checkbox"/> Junior
		<input type="checkbox"/> Sophomore	<input type="checkbox"/> Senior
Catamount Email	Cum. GPA	Classification	
Major	Term you will take course(s) in	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall
		<input type="checkbox"/> Spring	Year
Expected Graduation Date	If not currently enrolled, do you plan to re-enroll at WCU before you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Students: Read the additional instructions on the reverse of this form.

- Fill in the relevant sections on this form and sign it.
- Take this form to your department head for that person's initials to verify that the course will transfer in as the WCU course you are requesting. For Liberal Studies, you must meet with the Liberal Studies Coordinator in the Advising Center.
- Obtain your advisor's signature for confirmation that the course will fulfill a requirement on your degree audit.
- Submit this form to the Office of the Registrar.

Department Heads: Please determine the validity of the equivalency for the course(s) the student is requesting to take. Your **approval** or **denial**, along with your initials next to the course that falls within your subject area below indicates that the course **will** or **won't** transfer in as an equivalent for the identified WCU course, and that it will (or won't) apply to the student's degree program/major.

Advisors: Please determine the appropriateness of transfer credit for the student's specific degree program. Your signature indicates that the transfer course fulfills a requirement on the student's degree audit.

STUDENT MUST COMPLETE THIS SECTION					DEPARTMENT	
Transfer Institution Name & State	Transfer Course Title & Code	Credit Hours	Requested WCU Equivalent Course	Credit Hours	Department Decision (Approve or Deny)	Department Head Initials

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____
 (e.g., Advising Center, Honors College, Suite 201)

Advisor Email Address (please write legibly): _____@wcu.edu

STUDENTS: When the necessary signatures and initials have been obtained, submit this form to the Office of the Registrar and allow up to 5 business days for processing.

OFFICE USE ONLY	
Processed by: _____	Date: _____

Student Instructions

- You must submit the catalog description of courses from all institutions except North Carolina Community Colleges. Consult the general catalog or our website, registrar.wcu.edu, for North Carolina Community College equivalencies and other specific information governing the transfer of credit. **Always consult your faculty advisor when determining the appropriateness of any transfer course for your major.**
- You must request a final transcript of your work to be sent at the end of the term to: Office of the Registrar, Western Carolina University, 206 Killian Annex, Cullowhee, NC 28723. (Only courses passed with a grade of “C” or better will transfer; a “C-“ will not be accepted.)
- You must be in good academic standing and eligible to re-enroll at WCU to receive Transient Permission.
- A signed copy of this form will be sent to your academic advisor, your department head (or the Liberal Studies Coordinator) and your catamount email.
- You will not receive credit for repeated courses. It is your responsibility to ensure that the content of any course requested for transfer credit does not overlap courses for which you have received prior credit.