

INTENT TO COMPLETE DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

Western Carolina University

Registrar's Office
(<http://registrar.wcu.edu>)

Policy: General University Degree Requirements require that a student be enrolled at Western the intended graduation semester. Students who wish to pursue an exception to this rule must contact the Registrar's Office.

When intending to complete degree requirements at another university or college, students must do the following:

- 1) Indicate on the **Application for Graduation**, under remaining degree requirements, the institution to be attended and the courses to be taken.
- 2) Complete a **Transient Permission** form so that appropriate approvals may be obtained indicating the Western equivalent(s) that the course work is to be transferred as.
- 3) Read the remainder of this form and sign it, acknowledging your responsibilities.

The 15 credit hour limit of the repeat policy may be appealed in writing to the student's adviser, department head/program director, and Dean.

Student's Responsibilities:

When attending another institution to complete graduation requirements there are obstacles (that an on-campus student does not encounter) that may delay a student's graduation. For a student to graduate for a given semester, all graduation requirements at Western must be met within that semester. To ensure that a student's graduation is not delayed, it is the student's responsibility to ensure that the following conditions are met:

- That appropriate coursework as indicated on the **Application for Graduation** and the **Transient Permission** form is taken at the other institution.
- That a minimum grade of C (2.0) is obtained in each course. A grade of C- or less is not transferable.
- That an official transcript is submitted to the Registrar's Office generally within a week following Western's last final exam date.

Failure to meet these conditions will result in a student's graduation date being moved to the next semester, assuming all requirements are met within that semester.

Student's Acknowledgement:

I have read the above responsibilities and understand that if the above conditions are not met my graduation will be delayed at least for a semester.

Student I.D.: _____ Student's Name: _____
Last First Middle

Student's Signature: _____ Date: _____

Sign and Submit to: Registrar's Office, 206 Killian Annex, Cullowhee, NC 28723 or Fax to: 828-227-7217. for processing.

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