Transient Permission
Guarantee of Transfer Credit Upon Approval

Student 920#                                                Student's Full Name

❏ Freshman  ❏ Junior
❏ Sophomore  ❏ Senior

Catamount Email                                                 Cum. GPA                     Classification

❏ Summer  ❏ Fall  ❏ Spring

Major                                                                                     Term you will take course(s) in

If not currently enrolled, do you plan to re-enroll at WCU before you graduate?  ❏ Yes  ❏ No

Expected Graduation Date

Students: Read the additional instructions on the reverse of this form.
1. Fill in the relevant sections on this form and sign it.
2. 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.
3. Obtain your advisor’s signature for confirmation that the course will fulfill a requirement on your degree audit.
4. 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.

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<tr>
<th>STUDENT MUST COMPLETE THIS SECTION</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>Transfer Institution Name &amp; State</td>
<td>Transfer Course Title &amp; Code</td>
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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.