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
April 21, 2016
Welcome

Chris Ferland
Chair of Transient Student Review Working Group
Assistant Vice President of the Office of Institutional Research
Georgia College and State University

Jonathan Hull
Assistant Director, Policy and Partnership
University System of Georgia

Heather Collins
Policy Analyst
University System of Georgia
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

• 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

[Image of the form]

**Student Information**

- Date
- First Name
- Last Name
- Student Number
- Billing Address
- Email
- Phone
- Arrival Date
- Departure Date
- Emergency Contact

**Transient Institution Information**

- Transient Institution
- Billing Address
- Academy
- Email
- Phone
- Department

**Student Checklist**

- Review program overview needed for transient courses
- Determine if you have all prior coursework, labwork, and skills needed for transient courses
- Review the course equivalency table or consult an advisor about course substitution
- Determine whether transient courses with credit can be transferred, dual credit, and obtain appropriate permission
- Review payment for transient courses
- Visit the institution
- Upon completion of transient course, arrange for transcripts to be sent to your home institution

**Academic Equivalency (Recommended)**

It is highly recommended that you complete the following information to help ensure that courses are accurately awarded on transcripts. Follow the schedule to complete the academic equivalency form. The program must be completed and submitted to the registrar as a whole. If the program is complete, submit the form to the registrar for approval.

**Transcript Information**

<table>
<thead>
<tr>
<th>Transient Course Title</th>
<th>Transient Course Info</th>
<th>Home Course Title</th>
<th>Home Course Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transcript Agreement**

I understand the transient policy stated in this form and the instructions page and request permission to take the above courses.

**Student Name**

[Signature]

[Date]

[Address]

[Email]

**Registrar**

[Signature]

[Date]

[Institution Name]

**Compliance by Registrar**

[Signature]

[Date]

Student must be in good standing and eligible to return to home institution.

Student must be in good standing and eligible to return to home institution.

Does not have permission to enroll as a transient student for the following reason:

[Reason]

[Signature]

[Date]

[Institution Name]
Transient Student: Proposal

Example of Permission Form Supplement

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**Transient Student Permission Request Form Supplement**

Please read the instructions on the preceding page before attempting to complete this form. Students requiring transient status at another institution must receive the permission to audit or to take classes under a formal arrangement of their own. Arrangements should be made by the transient student and the host institution. Students must understand the obligations of borrowing or lending their classes.

**Student Information**

- **Last Name**
- **First Name**
- **Middle Name (if applicable)**
- **Date of Birth**
- **Social Security Number**
- **Median Grade**
- **Home Institution**

**Transient Institution Information**

- **Institution Name**
- **Address**
- **City**
- **State**
- **Zip Code**
- **Phone**

**Student Checklist**

- [ ] Request pre-approved courses needed for degree progress.
- [ ] Receive the student's transcript upon completion of the courses.
- [ ] Request pre-approved courses to be used as electives or to replace specific requirements.
- [ ] Request pre-approved courses to be used as transfer credits.

**Academic Equivalency (Recommended)**

It is highly recommended that students complete the following information to help ensure that courses are accredited and recognized. Include whether the course is intended to replace specific degree requirements. Also, indicate whether the course is equivalent to the specific degree requirements.

<table>
<thead>
<tr>
<th>Transient Course Information</th>
<th>Home Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>Class #</strong></td>
<td><strong>Class #</strong></td>
</tr>
<tr>
<td><strong>Institution</strong></td>
<td><strong>Institution</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Credits</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td><strong>Transferable</strong></td>
<td><strong>Transferable</strong></td>
</tr>
</tbody>
</table>

**Transient Student Agreement**

I understand the campus policy and I agree to follow the instructions and respect the policies of the home institution.

- **Student Name**
- **Signature**
- **Date**
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

Jonathan Hull
jonathan.hull@usg.edu
404-962-3129

Heather Collins
heather.collins@usg.edu
404-962-3149

completega.org