



REQUEST FOR TRANSIENT CREDIT AND CONFIRMATION OF GOOD ACADEMIC STANDING

Office of the Registrar
601 Broad Street
LaGrange, Georgia 30240
706.880.8024
registrar@lagrange.edu
www.lagrange.edu

Step 1: Student

Student Name: _____ Date: _____
Student ID Number: _____ Email address: _____@student.lagrange.edu
Cell phone number: _____
Current Major: _____
Name of Transient College: _____
Transient college email address or fax number (required): _____ Term and Year Applicable: _____
NOTE: Transient credit is not allowed for Interim credit.
Transient College Course and number: _____ LaGrange College Equivalent Course and number: _____
(one course per request form – attach course description)

Step 2: Advisor

ADVISOR CHECKLIST (please circle and initial):
1. Has the student failed this course at LaGrange College (retaking as transient is not allowable)? Y / N _____
2. If student has earned a grade of "D" in this course and it is in the student's major, has he or she received approval from the department chair to retake this course elsewhere? Y / N _____
3. Is the student requesting to take ENGL 1101 and 1102 as transient students elsewhere (this is not allowable)? Y / N _____
4. Is the student requesting to take a CORE-designated course as transient student elsewhere (this is not allowable)? Y / N _____
5. If the student is a Nursing major, does he or she understand that taking MATH 1114 elsewhere will not satisfy the CORE math requirement for that major? Y / N _____
6. Does the student understand that grades earned for transient work are not included in the institutional grade point average? Y / N _____
7. No credit is granted toward the degree for coursework taken at a two-year institution after a student has attained junior standing, except that up to 9 hours of transient credit from a two-year institution may be granted for courses that are below the LaGrange College 3000-level. No more than 60 semester hours of credit earned at a two-year institution are counted toward the degree. Does this apply? Y / N _____
8. Has the student provided a course description for the transient course, attached to this request form? Y / N _____
9. Is this student in good academic standing? Y / N _____
10. Has the student's degree audit been attached to this request form? Y / N _____
ADVISOR APPROVAL SIGNATURE: Y / N _____
If no, please give brief rationale: _____

Step 3: Instructor

COURSE INSTRUCTOR CHECKLIST:
1. Do you agree that the course description provided by the student closely matches the LC course description, and that this transient course selection is an acceptable substitute for the LC course indicated above? _____
COURSE INSTRUCTOR APPROVAL SIGNATURE: Y / N _____
If no, please give brief rationale: _____

Step 4: Administration

DEPARTMENT CHAIR APPROVAL SIGNATURE: Y / N _____
If no, please give brief rationale: _____
* VPAA SIGNATURE: Approved Denied _____ Date: _____
If denied, please give brief rationale: _____

*VPAA's approval on this form signals that the student is in good academic standing and is eligible to return to LaGrange College for future course work. A record of credits earned should be sent to address indicated above.

This application may take up to 2 weeks for processing.