



# Transient Student Permission Form

Please refer to the college's transient policy before completing this Transient Permission Form for study at another institution. A formal admissions application must be submitted to the institution for which this transient permission form is being requested. The completed form must be submitted to the Office of the Registrar.

## Part I. Student Information

Student ID# \_\_\_\_\_ Semester & Year \_\_\_\_\_ Major/Department \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Campus Email Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

## Part II. Transient Institution Information

Name of Transient Institution \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Part III. Student Responsibility Acknowledgements

List the courses which you plan to take at the transient institution and the SCKY equivalent course.

Host Course Title			SCKY Course Title		
Course Number	Course Name	Hrs	Course Number	Course Name	Hrs

**NOTE:** Courses that are equivalent to courses offered at Simmons College of Kentucky will transfer if the transient institution is regionally or nationally accredited, and you have received PRIOR permission from the appropriate department chair to take the courses as a transient student. Grades and quality points earned in these courses will be figured in the Cumulative Grade Point Average at SCKY.

**Credits from non-degree granting institutions, vocational or technical institutes will not be accepted.**

It is your responsibility at the end of the term to request an official transcript be sent to SCKY. Further, I understand the transient policy and request permission to take the above-listed course(s).

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Chair/Advisor \_\_\_\_\_

Date \_\_\_\_\_

## Part IV. For Registrar's Office Use Only

Student has permission to enroll as a transient student provided the student meets the transient institution's admissions requirements.

### Academic Standing:

Good Academic Standing

Academic Probation

Academic Suspension

Office of the Registrar \_\_\_\_\_

Date \_\_\_\_\_