

Brevard College  
 Office of the Registrar  
 One Brevard College Drive  
 Brevard, North Carolina 28712  
 Telephone # 828.641.0020  
 Fax # 828.641.0390  
 Email: [Registrar@brevard.edu](mailto:Registrar@brevard.edu)

# TRANSIENT PERMISSION FORM

Student's Full Name: \_\_\_\_\_ Brevard College ID: \_\_\_\_\_

Transient Term: \_\_\_ Summer \_\_\_ Fall \_\_\_ Spring Year: 20\_\_\_ Major: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Transient Institution: \_\_\_\_\_

Address: \_\_\_\_\_

TRANSIENT INSTITUTION <i>(Student Use)</i>			BREVARD COLLEGE EQUIVALENT <i>(Advisor Use)</i>						APPROVED <i>(BC Registrar's Office use only)</i>	
Course Prefix & Number	Course Title	Credit Hours	Course Prefix & Number	Credit Hours	Repeat Y/N	Applied to			Yes	No
						Gen Ed <sup>1</sup>	Major	Elective/Minor		

<sup>1</sup> \*Please indicate distribution area (i.e. IV.A.)

**For Gen Ed, please indicate distribution area (i.e., IV.A)**

Course(s) requested must be offered by an approved institution and must also be offered during the semester you plan to attend the transient institution. **You must also submit with the permission form a catalog description(s) of course(s) requested.** Brevard College cannot accept course credit until an official transcript has been received from the transient institution, and only courses passed with a "C- "or better may be transferred. Transferred courses contribute only to the total hours earned and do not alter a student's Brevard College grade point average.

I have read and understand the above and attached policies and request permission to take transient courses.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

The student has permission to register for the course(s) listed above.

Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_

Approved by Registrar \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
Date Received in the Office of the Registrar: _____	Date Processed: _____
Distribution of Copies: ___ Advisor ___ Student ___ ADSS ___ Registrar	
Rec'd by (Student Signature): _____	Date Rec'd: _____

## Instructions and Policy for Transient Permission Form

- Course(s) requested must be offered by an accredited institution during the semester you plan to attend the transient institution.
- **Catalog descriptions for the courses you plan to take must be submitted with the permission form.**
- Students should consult the BC catalog on the Internet (<http://www.brevard.edu>) or web portal ([my.brevard.edu](http://my.brevard.edu)) for equivalencies and other specific information governing transfer of credit.
- Students should consult with their academic advisor when determining the appropriateness of any transfer course.
- No credit will be recorded until an official transcript has been received from the Office of the Registrar at the transient institution. It is the **student's responsibility** to request a transcript be sent to the Office of the Registrar at Brevard College.
- A grade of C- or higher is required for acceptance of credits taken at the transient institution.
- Courses transferred to Brevard College contribute only to the total hours earned and grades will not alter a student's Brevard College grade point average.
- Permission to repeat courses that were taken at Brevard College at transient institutions: Students may repeat courses in which they need a higher grade at another institution; the grade earned at the transient institution will not be calculated in the cumulative grade point average at Brevard College. The grade earned on the first attempt of the course at Brevard College will remain on the student's transcript, but the calculation and semester hours earned will be removed from the cumulative grade point average provided the repeated course is earned with a grade of C- or higher at the transient institution.
- After the student's last enrollment at Brevard College, no more than 11 hours may be transferred back to Brevard College to complete a degree. This may be done with the understanding that the College accepts a maximum of 92 total transfer hours.
- If it is necessary to make changes in the list of approved courses, it is the responsibility of the student to notify the Office of the Registrar at Brevard College for approval of the new courses and to ensure that they will be accepted for the intended credit. A new Transient Permission form will be required. Requests will not be accepted by telephone.

### OFFICE OF THE REGISTRAR

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