

## INSTRUCTIONS

A FORMAL ADMISSION APPLICATION MUST BE SUBMITTED TO THE INSTITUTION FOR WHICH **THIS** TRANSIENT PERMISSION FORM IS REQUESTED. IT IS THE STUDENT'S RESPONSIBILITY TO COMPLY WITH THAT INSTITUTION'S ADMISSION STANDARDS AND APPLICATION DEADLINES.

### REQUIREMENTS:

Dalton State students who wish to take coursework at another institution and have that coursework accepted for credit at Dalton State College must:

1. Have completed at least one semester at Dalton State College;
2. Have exited all learning support requirements.
3. Have attended Dalton State College within the past three semesters;
4. Not be on academic probation or academic or disciplinary dismissal (restricted enrollment or exclusion); and
5. Make a grade of "C" or better in the transient course(s) taken. (Note: It is the student's responsibility to request that an official transcript be sent to Dalton State at the end of the term during which the transient course(s) are taken.)

**Note:** Dalton State College students may be approved for transient status for only one term.

### TO REQUEST APPROVAL:

1. Complete this **Transient Student Permission Request Form**; have it signed by your advisor, and return to the Registrar's Office for processing. A copy of the approval will be mailed to you at the address you have indicated on this form.
2. Contact the institution that you wish to attend to obtain admission information, including application deadlines, and course offerings and their descriptions for the quarter/semester that you wish to enroll.
3. Request core curriculum course equivalents from the Dalton State College Registrar's Office. For courses outside the core curriculum, it may be necessary for you to provide course descriptions from the transient institution to your advisor at Dalton State College.

**PLEASE ALLOW ONE WEEK FOR DALTON STATE TO PROCESS THIS REQUEST. IT IS THE STUDENT'S RESPONSIBILITY TO FOLLOW DEADLINES AS SPECIFIED BY THE OTHER INSTITUTION.**

**Note:** A Dalton State student who desires to be readmitted to Dalton State College after having gone transient to another institution and who has not attended classes at Dalton State for one year or more must submit a **Readmit Student Application** to the Office of Enrollment Services at least 20 days prior to the published date of registration. Readmit applications may be obtained from the Office of Enrollment Services.



Transient Student Permission Request Form  
 Office of Enrollment Services • 650 College Drive • Dalton, GA 30720  
 Phone 706.272.4436 • Fax 706.272.2530  
 Mail, fax, or deliver this completed form to the above address.

**Dear Student:** Please read the instructions on the reverse side before attempting completion of this form. A formal admissions application must be submitted to the institution for which this transient permission form is requested. It is the student's responsibility to comply with the transient institution's admissions standards and application deadlines.

DSC ID#	DEGREE/MAJOR	TERM TO ENROLL
LAST NAME	FIRST MI	NAME OF INSTITUTION
STUDENT MAILING ADDRESS		INSTITUTION ADDRESS
CITY	STATE ZIP	CITY STATE ZIP
STUDENT CELL PHONE	HOME PHONE	INSTITUTION PHONE FAX
I request this form be: <input type="checkbox"/> faxed <input type="checkbox"/> mailed <input type="checkbox"/> hold for pick up		

**You must be in good Academic Standing (2.0 GPA). Forms approved before the end of the term prior to transient term will be re-evaluated after grade processing. You may go transient for one term.**

List course(s) and alternates which you plan to take at the transient institution. It is your responsibility to contact the institution for their course offerings and descriptions.  
 \*See [https://vader.daltonstate.edu:2001/pls/prod70/dsc\\_trans\\_equiv.find\\_state](https://vader.daltonstate.edu:2001/pls/prod70/dsc_trans_equiv.find_state) for a list of courses that transfer to Dalton State College.

Course(s) to be taken at transient institution			E=Equates to S=Substitute for		Dalton State Equivalent Courses			
Course Prefix	Course Number	Course Title	Hours	E/S	Course Prefix	Course Number	Course Title	Hours

**Note:** Courses that are equivalent or substitute for courses offered at Dalton State College will transfer as long as the transient institution is accredited and the student earns a grade of at least a "C". Grades and quality points earned in these courses will not be figured into the cumulative grade point average or the adjusted grade point average at Dalton State College.

**Students cannot complete requirements or graduate at the end of the term in which they are enrolled as a transient student.**

I understand the transient policy stated above and request permission to take the above based course(s).

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Advisor's Signature

**TO BE COMPLETED BY THE REGISTRAR**

The above named student –

- is not on academic probation or on academic or disciplinary dismissal (restricted enrollment or exclusion) from Dalton State College and has approval to register with you for the above course(s).
- other \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Office of the Registrar's

\_\_\_\_\_  
 Date Signed