Transcript College Email Address or Fax Number (required):

Name of Transient College:

Transient College Course and number:

LaGrange College Equivalent Course and number:

Step 1: Student

Step 2: Advisor

Advisor Approval Signature: Y/N

If no, please give brief rationale:

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 Approval Signature: Y/N

If no, please give brief rationale:

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

If rejected, 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.