



Office of the Registrar  
 500 Galliher Drive  
 Fairmont, WV 26554  
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 (f) 681-661-4534  
 registrar@pierpont.edu

## TRANSIENT APPROVAL FORM

### Student Information

Student Name \_\_\_\_\_  
Last First Middle

Student ID \_\_\_\_\_ Current Date \_\_\_\_\_  
(R00.....)

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

### Transient Institution Information

Term \_\_\_\_\_ Year \_\_\_\_\_  
(Ex: Summer) (Ex: 2020)

Institution Name \_\_\_\_\_

### Transient Course Information

Transient Course	Pierpont Equivalent Course
Course Subject, Course Number, Credit Hours	Course Subject, Course Number, Credit Hours
Course Subject, Course Number, Credit Hours	Course Subject, Course Number, Credit Hours
Course Subject, Course Number, Credit Hours	Course Subject, Course Number, Credit Hours
Course Subject, Course Number, Credit Hours	Course Subject, Course Number, Credit Hours

### Pierpont Approval

The student is in good academic standing and has an overall GPA of 2.0 or above.

Registrar (or Designee) Signature \_\_\_\_\_ Date \_\_\_\_\_

# PIERPONT COMMUNITY & TECHNICAL COLLEGE

## TRANSIENT APPROVAL PROCESS

### Student Instructions

1. Discuss your intentions with your academic advisor to verify that the attempted course will apply appropriately to your degree. It is up to the student to confirm that the transfer work will satisfy graduation requirements.
2. Complete the 'Transient Application Form.'
  - If you plan on attending multiple institutions or multiple terms, you will need to complete a form for each one.
  - It is important that you complete all the required fields outlined on the form. Failure to do so may result in a delay in your request being processed.
3. Submit the form to one of the following locations:
  - Pierpont Community & Technical College  
Office of the Registrar  
500 Galliher Drive  
Fairmont, WV 26554
  - Advanced Technology Center, Front Desk
  - [registrar@pierpont.edu](mailto:registrar@pierpont.edu)
4. Upon completion of the 'Transient Application Form,' the Office of the Registrar will mail the form to the appropriate institution.
5. Upon completion of the course, it is up to you to request a transcript be sent to Pierpont Community & Technical College. Upon receipt, the Office of the Registrar will articulate the transfer work.
6. Additional Notes:
  - You must have an overall PCTC GPA of 2.0 or higher to be eligible to take courses at another institution.
  - All admission and financial requirements must be satisfied prior to submission of the form. If there is a hold on your account, your form will not be processed.
  - Use of transient credit to satisfy degree requirements may involve minimum grade standards. A student may need to retake a course for which the minimum grade is not met.
  - All grades will be brought in based upon the current 'Transfer Articulation Policy.'
  - It is the responsibility of the of the student to verify that courses listed on this form have not been previously completed and to verify if the credit will count toward graduation. This form verifies only the translation of credit.