



Request for Transient Student Status

Official request for enrolled, degree-seeking student in good standing at PHC who plans to study elsewhere during any term with the intention of applying this credit toward degree requirements at PHC.

Once completed, please return to the Office of the Registrar, or scan and email to registrar@phc.edu.

Full Legal Name: _____

PHC ID: _____

Contact Phone: _____

Current Class Level: ☐ Fr. ☐ So. ☐ Jr. ☐ Sr.

Catalog Year: _____

Current Term: ☐ FA ☐ SP ☐ SU 20 _____

PHC Box # or Address: _____

Email Address: _____

I request consideration for transient student status in accordance with the following specifications:

PHC Degree Requirement: _____ Credits: _____

College/University Name & State: _____

Transient Course Name & ID: _____

Number of Credits for Course: _____ Credit Type: ☐ Semester ☐ Quarter (if known)

Expected Month/Year of Enrollment: _____ Expected Month/Year of Completion: _____

Explanation for Request: _____

***Please submit all available supporting course information including catalog description, syllabus, etc.**

Statement of Understanding

I understand that this approval is contingent upon successful completion of the course as verified by the submission of the official academic transcript. Furthermore, I understand that this agreement is void if changes occur to the course prefix, course name, course credit, catalog description or supporting documentation between the date of submission of this document to the Registrar and the first day of the course. Upon verification, Patrick Henry College agrees to apply the completed course to the degree requirements as expressly approved by the Registrar (this may differ from the request above). This agreement is subject to all of the policies in the College Catalog at the time of approval, specifically courses graded on a pass/fail basis or where the earned grade below a "C-" will not transfer. This agreement is valid for six months from the date signed by the Registrar. I understand that if after six months, the course is not in progress, this approval is void. Future catalog or major updates may alter the application of credit on the degree program.

Student Signature: _____ Date: _____

Approval of Transient Student Status

☐ Approved ☐ Denied Advisor Signature: _____ Date: _____

Course Equivalency Determination

☐ This request is denied. Comments: _____

☐ This request is approved without amendment.

☐ This request is approved as specified: _____

Foreign Language Course Verification

_____ is the highest intermediate level course offered in _____
at the institution indicated above as of this date.

Registrar Signature: _____ Date: _____