GUIDANCE DOCUMENT: TRANSIENT STUDENT PROCEDURES

Challenges facing USG students attempting to temporarily take courses away from their home institution were initially brought to the Complete College Georgia Policy Committee in July 2014 by a former Vice Chancellor as the result of multiple conversations with campus administrators. In recent months, the issue was discussed by the Regents Advisory Committee on Records and Admissions and proposed for review by the University System Leadership Council.

These discussions focused on the need for additional clarification of the responsibilities of institutions and students throughout the transient process, and increased consistency in information shared with institutions on course registration and equivalency. The goal of the policy and procedure review is to address these topics and provide general guidance for institutions to incorporate into their processes to strengthen communication between campuses and assist students by clearly outlining the steps and requirements to register for transient courses.

On February 11, 2016, a group of registrars, advisors and System Office staff met to review the current transient student process and discuss opportunities to provide general guidance to campuses that will make the process easier on students and offer more consistency for registrars and advisors, especially those with a high number of transient students. By creating a more seamless process, students will have greater access to transient courses and can help students complete degrees on time.

Included with this guidance document are general responsibilities and components of the transient student process that are common across the system. Examples of forms accompany this document to illustrate these responsibilities and components and the recommended revisions to the process. Campuses can adapt these examples to fit within their transient student process as needed.

GENERAL RESPONSIBILITIES IN TRANSIENT PROCESS
Home institution
1. Confirm transient student's academic standing
2. Give permission for each term a student wants to attend another institution as a transient
3. Provide guidance on where students can go for advising on transient courses
4. Inform students enrolled in Learning Support of additional requirements
5. Grant appropriate credit upon receipt of an official transcript from the visiting institution

Visiting institution
1. Communicate special information needed to complete admissions process (e.g. immunizations, lawful presence, home institution transcript, etc.)
2. Communicate course availability and enrollment information

Student
1. Determine academic preparation for transient course(s)
2. Confirm transient course(s) transfer to home institution
3. Complete all documents required by the home and visiting institutions
4. Arrange payment for transient course(s) with financial aid offices

5. Manage communication and routing of documents between home and visiting institutions

TRANSIENT PROCESS CLARIFICATION

During the February 11 Working Group meeting, several areas of clarification were identified. After additional consultation with system office staff and specific campuses with special circumstances, the Working Group recommends the changes below.

Revisions to Academic and Student Affairs Handbook

While no changes are recommended to the Board of Regents Policy Manual, several points of clarification are recommended for Section 3.8: Admission of Transient Students. In addition to providing more detail to the definition of a transient student, the Working Group also recommends defining a transient term and that students must submit a new application and supporting documents every term students wish to be transient. See "Transient Policy side-by-side" for more details on the recommended revisions.

Learning Support

Currently, some institutions prohibit students from applying for transient status if they are enrolled in a Learning Support program. After reviewing current policy, unsatisfied Learning Support requirements cannot be used to automatically deny permission for transient status. In addition, students can satisfy Learning Support requirements through completion of transient courses.

However, rules guiding Learning Support registration still apply to transient courses. Therefore, students in Learning Support seeking to take transient courses in an area with unfulfilled Learning Support requirements must register for Learning Support courses during the same term as the desired transient course. If the visiting institution does not offer Learning Support, a student can concurrently enroll in Learning Support courses at their home institution and the transient course to satisfy the requirement. It is the responsibility of the home institution to advise Learning Support students on appropriate course selection and award credit for Learning Support courses taken through the transient process.

General Components of Transient Student Permission Request Form

The Working Group identified several components of the transient process that should be a part of the Transient Student Permission Request Form. The primary component is the confirmation of the student's academic standing by the home institution registrar. Another important aspect of the process is determining academic preparation for and equivalency of transient courses. The introduction of a newly designed sections that include a checklist for students, academic equivalency table and space for advisory signatures are recommended for introduction in the Request Form. See the "EXAMPLE Transient Form – GGC" for an example of how sections can be incorporated.

Transient Permission Form Supplement for Campuses using Banner Web Forms

For campuses currently using the transient request web form in Banner, the Working Group determined that it would be helpful for students from these institutions to include information about academic preparation and equivalency as a supplement. One suggestion to incorporate this into the current process is to provide a link to another form that includes academic

information. See the "EXAMPLE Transient Form Supplement – UGA" for an example of how sections can be incorporated.

Specific Information Requested by Visiting Institution
During the review, the Working Group discovered that there is variation in the information requested by the visiting institution. If visiting institutions require additional information not included in the transient permission request form, the Working Group recommends that these be incorporated into the admissions application process. Examples of additional information include immunization verification, lawful presence verification, and home institution transcripts.

REVIEW TIMELINE
1. **COMPLETED** February 11, 2016: First working group meeting
2. **COMPLETED** Late February 2016: Comment period begins for guidance document and revised procedures compiled from first meeting
3. **COMPLETED** March 18, 2016: Comment period ends
4. **COMPLETED** March 30, 2016: Draft of guidance document and revised procedures provided to the USG Policy Committee
5. **COMPLETED** April 14, 2016: Draft of guidance document and revised procedures provided to the USG Leadership Council for review
6. April 21, 2016: Finalized guidance document and revised procedures presented to RACAA, RACSA, RACRA, and RACAD for review in webinar
7. April 29, 2016: Deadline for feedback from RACAA, RACSA, RACRA, and RACAD
8. May 2016: Finalized guidance document and revised procedures provided to Chief Academic Officer for review and approval
9. May 2016: Recording of webinar posted to website
10. Summer 2016: Implementation of new process