



Policy Source: Combination of TCSG and Gwinnett Tech	Owner: Registrar and Admissions	Effective: 2009
Division: Student Affairs	Reviewed: 2/2010, 3/2010, 10/2015, 3/2019 Revised: 3/2019, 12/2020	

6.2.1p GT TCSG Transient Policy

Gwinnett Technical College's Offices of the Registrar and Admissions follow the Technical College System of Georgia (TCSG) 6.2.1p: Admissions Requirements procedure (<https://tcsge.edu/tcsgpolicy/files/6.2.1p.pdf>), which can be found in the Student Affairs section of the TCSG Procedures Manual.

Transient Students (Non-Gwinnett Tech Students)

Transient students (another institution's students) are those active students in good standing at other regionally accredited postsecondary institutions who want to take credit classes at Gwinnett Tech. These students must submit an application, pay the application fee, and submit a letter of transient permission from the home institution to the Registrar's Office. The letter must state the specific semester and course(s) desired. Unofficial transcripts must be submitted to document that the student has completed the test score/pre-requisite requirements.

Gwinnett Tech does not guarantee that transient students will be able to enroll in desired courses, nor is Gwinnett Tech responsible for advising transient students about which courses are applicable to their programs or transferable to their home institutions. Gwinnett Tech does not automatically forward transcripts to the student's home institution. Transcripts are sent only at the transient student's written request. Gwinnett Tech follows TCSG's residency policy when admitting transient students to the college.

Transient Students (Gwinnett Tech Students)

Gwinnett Tech program accepted students who wish to take courses at other institutions must complete a Request for a Transient Letter form, which is available in the Registrar's Office. If the course is an online course offered through GVTC, the student must also apply online at www.gvtc.org. Students must be currently enrolled, in good academic standing, have an overall grade point average of 2.0, and must meet all pre-requisites or test score requirements. If the student meets transiency requirements and has not exceeded the 60 percent transfer credit limit or 21-hour course load limit, the Registrar's Office will forward a Transient Letter to the visiting institution. Gwinnett Tech will not guarantee the acceptance of coursework taken without transiency approval on file. Students completing course work at other institutions must request that an official transcript be sent to the Admissions Office at Gwinnett Tech before credit will be awarded. Transfer credit will be awarded upon course completion with a grade of 2.0 or better.