



Transfer Back/Degree Completion Application

Student Name: _____ Social Security Number: _____

Curriculum: _____

Academic Advisor Section

Courses Missing:

Possible Substitutions:

Comments/Notes: _____

Advisor Signature

Date

Student Section

(Please print your name as you would like it to appear on your diploma when ordered)

Name: _____

College to which you will be transferring: _____

Term you expect to complete missing requirements: _____

(See note on back of form)

Student Signature

Date

For Student Records Use Only

Catalog Year: _____

Last Semester: _____

Final GPA: _____

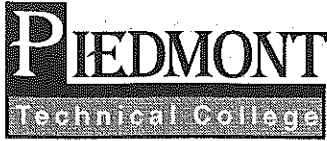
Graduation Status

Date

- ____ Courses/documentation missing
- ____ Graduation approved after term ()
- ____ Graduation approved
- ____ Comments: _____

Registrar's Signature

Date



Student Steps for Transfer Back/Degree Completion

1. Complete the Transfer Back form during your last term with your academic advisor. You will receive a notice from the Registrar confirming courses missing.
2. When you have completed all of your transfer-back credits, you should request official transcripts of those courses to be sent to the Registrar at Piedmont Technical College. You will receive a confirmation of completion of course requirements from PTC Registrar after transfer credits are received and posted. (See Note)
3. If your address changes and you wish to receive correspondence pertaining to transfer-back, your new address should be reported to the Student Records Office. (FAX: (864) 941-8566, by phone: (864) 941-8362, or by e-mail: moseley_k@piedmont.tec.sc.us)

Note: Due to possible curriculum changes, it is best to complete all missing requirements within one year. After one year, missing requirements are subject to reevaluation.

Remember: An associate degree, diploma or certificate is validation of successful completion of college level work and is highly regarded by employers when seeking employment.

Advisor/Registrar Procedures For Processing Transfer-Back Graduation

Academic Advisors will:

- Complete Transfer Back/Degree Completion Application during the student's last term of enrollment at Piedmont Technical College.
- Give the student a copy of the completed form.
- Send the application form to Student Records after completion.

Registrar will:

- Send a confirmation letter to each student.
- Post the graduation screen (Screen 117) with the transfer-back status (code = 3)
- Maintain transfer-back form pending receipt of missing credits.
- Review applicants for transfer-back completion each semester.
- Order diploma and send final confirmation letter to student after graduation is confirmed.
- Send reminder letter prior to the end of the one-year deadline for non-completers.