I. **Student Section:**
Name ___________________________________________________ PTC ID ______________________

First                      Middle                      Last

Curriculum ___________________________ Expected term of completion ___________________________

College to which you will be transferring: _________________________________________________

___________________________________________ Date ____________________________ Expected Term of Graduation

II. **Academic Advisor Section:**

Missing Courses

________________________________________________________________________________________

Possible Substitutions

________________________________________________________________________________________

___________________________________________

Comments/Notes:

________________________________________________________________________________________

Advisor’s Signature __________________________________________________________ Date

III. **Registrar Section:**

Catalog Year: ___________________________ Last Semester ___________ Final GPA ___________

Graduation Status

☐ Courses/documentation missing
☐ Graduation approved after term ___________
☐ Graduation approved

Comments: ____________________________________________________________________________

Reminder letter sent to student on ___________________________

Registrar’s Signature ___________________________ Date __________________________


Student Steps for Transfer Back/Degree Completion

1. Complete this Transfer Back form during your last term at Piedmont Technical College with your academic advisor. You will receive a notice from the Registrar confirming any courses that are 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 the PTC Registrar after transfer credits are received and posted.
3. If your address changes and you wish to receive correspondence pertaining to transfer-back, your new address should be changed with the Student Records Office by submitting a Student Change of Information Form, which is available on the PTC website at http://www.ptc.edu/college-resources/student-records-office/printable-forms

NOTE: Due to possible curriculum changes, missing requirements should be completed within one year after leaving PTC.

Advisor/Registrar Procedures for Processing Transfer Back Graduation

Academic Advisor:
- 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:
- Send a confirmation letter to student that Transfer Back Application has been received.
- Maintain Transfer Back form pending receipt of missing credits.
- Review applicants for Transfer Back completion each semester.
- Send reminder letter prior to the end of the one-year deadline for students who have not sent transcripts with completed courses.
- Order degree or diploma and send final confirmation letter to student after graduation is confirmed.