PIEDMONT Technical College

Transfer Back/Degree Completion Application

620 N. Emerald Road • P. O. Box 1467 • Greenwood, SC 29648-1467
Telephone (864) 941-8324 • FAX (864) 941-8566

I. *Student Section:*

Name _____ PTC ID _____

             First   Middle   Last

Curriculum _____ Expected term of completion _____

College to which you will be transferring: _____

_____ _____ _____
Student Signature   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   **Date**

☐ 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.