



Policy Source: Combination of TCSG and Gwinnett Tech	Owner: Registrar and Admissions	Effective: 2009
Division: Student Affairs	Reviewed: 10/2015, 3/2019, 2/2026 Revised: 2/2026	

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://tcsq.atlassian.net/wiki/spaces/policymanual/overview>), which can be found in the Student Affairs section of the TCSG Procedures Manual.

Transient Students (Non-Gwinnett Tech Students)

HOST 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, UPLOAD a Transient Agreement Letter from the HOME institution to the student portal. The letter must state the specific semester, course(s) desired, signed by the Registrar and has an official school stamp/seal. Unofficial transcripts must be UPLOADED to the student portal. The Unofficial transcript(s) show that the student has completed the test score/pre-requisite requirements. Gwinnett Tech follows TCSG's residency policy when admitting transient students to the College.

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 transient student's home institution. It is the responsibility of the student to request an official transcript to be sent to their home college.

Transient Students (Gwinnett Tech Students)

A HOME transient student at Gwinnett Technical College (GTC): is a currently enrolled GTC student who has been verified as being in good academic standing, eligible to return, and granted permission by GTC to attend another college or university as a guest student for one term.

To receive transient permission, students must be accepted into a GTC program of study (excluding General Studies and developmental programs), have no holds, maintain an overall GPA of at least 2.0, meet all course prerequisites or test score requirements, and ensure that the requested course(s) are required for their GTC program and not offered at GTC. No more than 75% of total program requirements may be completed through transfer credit, including transient coursework, and combined enrollment may not exceed 18 credit hours. After meeting all requirements, students must schedule an appointment with their Program Enrollment Advisor to complete and submit the HOME Transient Letter Request Form through Dynamic Forms. Coursework taken without approved transiency is not guaranteed to be accepted, and it is the student's responsibility to request that an official transcript be sent to the GTC Registrar's Office, as transfer credit is awarded only after successful course completion.