



## CALHOUN COMMUNITY COLLEGE

Post Office Box 2216 • Decatur, Alabama 35609-2216 • Phone 256-306-2500 • [www.calhoun.edu](http://www.calhoun.edu)

### Request for Transient Letter/Letter of Good Standing

This request is for a Calhoun student who desires to attend another institution to take a course(s) needed for graduation at Calhoun. A student in good standing with the institution must hold a cumulative GPA of 2.0 or higher and have no outstanding obligations with Calhoun. Coursework must be completed at a regionally accredited college or university and must be the equivalent of the Calhoun course needed for degree requirements. Students will be responsible for requesting their transcripts be sent to Calhoun at the completion of the term. Transcripts must be received before credit can be awarded.

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

DOB \_\_\_\_\_

Name of College you are requesting to attend \_\_\_\_\_

Semester/Quarter \_\_\_\_\_

Delivery Method: Choose one

Pick-up at Campus \_\_\_\_\_

(Huntsville or Decatur)

Recipient Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Calhoun Course(s) Needed

Equivalent Course at transient institution

Example: ENG 101 English Composition	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

For Admissions Office Only

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Notes \_\_\_\_\_

Admissions Representative \_\_\_\_\_ Date \_\_\_\_\_