

Coursework Elsewhere Form

Total Hours Earned _____
 (STUDENT MUST COMPLETE)

Hours Earned + Currently Enrolled Hours + Requested Hours ≤ 87 Hours
 Rising seniors (> 87 hours) must complete a Senior Petition

Name _____ ID# _____

Email: _____@edisto.cofc.edu Phone(_____) _____

I plan to enroll during the _____ (term) of _____ (year) at the following accredited institution:

 Name of Accredited Institution (NO ABBREVIATIONS)

 City & State

OFFICIAL PERMISSION TO TAKE COURSEWORK ELSEWHERE WILL BE REFLECTED VIA COUGARTRAIL THROUGH THE TRANSFER CREDIT LINK. IF TRANSIENT INSTITUTION NEEDS PROOF OF PERMISSION, PLEASE PRINT TRANSFER CREDIT SUMMARY. THIS FORM WILL NOT BE RELEASED BACK TO THE STUDENT OR TO TRANSIENT INSTITUTION.

It is highly recommended that the student seek advice from their faculty advisor prior to registering for any courses.

NOTE: A grade of "C" (2.0 on a 4.0 scale) or better is required for transfer of courses. Only credit hours from a regionally accredited institution will be transferred back to CofC. Transfer credit will not be awarded for a duplication of credits already earned. Please refer to the Undergraduate Catalog for the College's repeat policy.

Actual credit awarded is dependent on actual credit earned and is posted after the official transcript is received and is contingent upon being in accordance with the policies and guidelines set forth in the College of Charleston Catalog.

External Course ID (i.e. PSYC 103)	External Course Title (i.e. General Psychology)	(Office Use Only)
1.		
2.		
3.		

A maximum of 60 hours from a two year institution and 92 hours from a four year institution total may be transferred. No more than 8 semester hours total of PEHD/THTR activity/dance courses may be applied towards a CofC degree. **I fully understand that the Registrar has the right to adjust my academic record (delete or revise any transfer credit) added on or after this date if this credit does not completely comply with all College of Charleston policies and regulations.**

 Student Signature

 Date

ALLOW 3-5 BUSINESS DAYS FOR PROCESSING. All signatures are required for approval before you take the course. You should refer to your Cougar Trail Transfer Credits for notification of course work approval.

Forms will not be copied, fax, mailed, etc., to the transient institution. Should the transient institution require proof of prerequisite(s), contact the Office of the Registrar (843) 953-5668 for an official transcript. Please contact the Office of Student Affairs (843) 953-5522 for a Letter of Good Standing.

FOR PROOF OF PERMISSION TO SUBMIT TO THE OTHER SCHOOL, PRINT THE "TRANSIENT PERMISSION FORM" ON THE REGISTRAR'S WEBSITE AND ATTACH YOUR TRANSFER CREDIT SUMMARY FROM COUGAR TRAIL.