

## Coursework Elsewhere During Senior Year Petition Form

Hours Earned + Currently Enrolled Hours + Requested Hours > 87 Hours

**Please Note:** As an exception, you might be permitted to take up to 7 of your last **37** hours away from the College, but only if you earn  $\geq 60$  hours at the College. More than 7 hours must be approved by the Faculty Committee on Academic Standards (FCAS).

**Student's Name**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Date \_\_\_\_\_ Student CWID \_\_\_\_\_

**NOTE:** The Registrar's Office will respond **only** to your Edisto Account: \_\_\_\_\_@Edisto.cofc.edu

I request permission to take the following course(s) at \_\_\_\_\_  
(Name of College-no abbreviations) (City & State)

For what Term? \_\_\_\_\_

External Course ID (i.e. PSYC 103)	External Course Title (i.e. General Psychology)	Quarter or Semester Hours?	Hours	(Registrar's Office Use Only)
1.				
2.				
3.				

**NOTE: Actual credit awarded is dependent on actual credit earned and is posted after the official transcript is received.** It is the student's responsibility to obtain all required signatures. If this request contains any exception to the stated rules of the College, this form when completed will be forwarded to the Faculty Committee on Academic Standards for final consideration. **The reasons for the request must be given and documented in a separate letter.** NOTE: a GRADE OF "C" or better must be earned and an official transcript must be mailed to the College of Charleston's Registrar in order to be awarded transfer credit. 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.

**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's Signature \_\_\_\_\_

**ALLOW 3-5 BUSINESS DAYS FOR PROCESSING; MAY TAKE UP TO 1 MONTH IF FCAS APPROVAL NEEDED.**

**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.**

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TO BE COMPLETED BY C OF C'S CHAIRPERSON IN THE DEPARTMENT OF STUDENT'S MAJOR  
The \_\_\_\_\_ department approves of this petition to take \_\_\_\_\_ hours of his/her last 37 semester hours elsewhere in completion of his/her degree program.  
\_\_\_\_\_ hours in major courses \_\_\_\_\_ hours not in major courses

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

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TO BE COMPLETED BY COLLEGE OF CHARLESTON'S REGISTRAR'S OFFICE

Signature: Associate Registrar \_\_\_\_\_ Date \_\_\_\_\_

## ACADEMIC PLAN

Name: \_\_\_\_\_  
Last
First
Middle

Date: \_\_\_\_\_

Student CWID #: \_\_\_\_\_

<p>Start your plan by filling in the number to the right to determine your current standing:                  You can find this information on your unofficial transcript. Look for the last line, right above "End of Undergraduate Academic Plan"</p>	<p>What is your current number of EHRS (earned hours)? .... _____                  How many hours will you complete <b>this</b> semester ?..... _____                  Add these two numbers together to show the number of EHRS you expect to have at the end of the current semester... _____</p> <p><b>You must have a minimum of 122 earned hours to graduate</b></p>
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Continue with NEXT semester, and fill in as many semesters as you need to fulfill your graduation requirements.

<b>Begin with your current courses &amp; list every course you plan to take, separated by terms, until graduation.</b>						
YEAR	FALL COURSES		SPRING COURSES		MAY/SUMMER COURSES	
	Course	# HRS	Course	# HRS	Course	# HRS
200__ to 200__	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	Total Credit Hours: _____		Total Credit Hours: _____		Total Credit Hours: _____	
200__ to 200__	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	Total Credit Hours: _____		Total Credit Hours: _____		Total Credit Hours: _____	

**If you are requesting more than 7 credits away from the College, you must attach a letter of explanation.**