

_____ CWID

_____ Last Name

_____ First Name

_____ MI

I request to take the following courses at _____
Name of Accredited College/University

_____ during the _____ of _____
City and State of College/University Term Year

Initials: _____ Note: Completion of this form does not guarantee financial aid.
 Please visit the Financial Aid or VA Services office to apply or inquire regarding your status.

Course Information from Other College Completed by the Student				Equivalent Citadel Course Information Completed by the Student		Completed by the Dept Head of Course
Course ID <i>Ex. ENGL 101</i>	Course Name <i>Ex. Composition & Literature I</i>	Credit Hours	Select applicable Semester/Quarter	Course ID <i>Ex. ENGL 101</i>	Credit Hours	Dept. Approval

NOTE for Non-Returning Seniors: You may take up to 7 of your last 37 hours away from The Citadel, only if you earn fifty percent of your hours at The Citadel. The Associate Provost for Academic Affairs must approve transferring more than 7 hours.

Your signature acknowledges that you understand the guidelines and requirements listed on page two of this document. Your signature also acknowledges that The Citadel will not accept transfer credits earned while a student is on academic or conduct discharge or while conduct charges are pending. Upon successful completion of the course you must send your official transcript to The Citadel.

_____ Student Signature

_____ Date

_____ Associate Provost for Academic Affairs (only needed for Non-Returning Seniors)

_____ Date

Office Use Only

The above student is in good standing and has been given permission to take the above courses away from The Citadel.

_____ Registrar Signature

_____ Date

_____ Initials

Important Tips about Transferring Courses

- You must request an official transcript from the other college/university be sent directly to The Citadel Registrar's Office. Transfer credit will not be awarded until an official transcript is received. Hand delivered transcripts cannot be accepted.
- Quality points and grades do not transfer, thus your GPA is not affected by courses taken at other colleges.
- While courses taken at other institutions might fulfill degree requirements, you may not use transfer courses as grade replacement.
- This form must be submitted to the Registrar's Office for final approval. The student will be given a copy to take to the other college/university. We will not submit this form to other institutions on your behalf.

Guidelines for Taking Courses at Another College

The Citadel requires that the following guidelines be met for a course to be accepted for transfer credit:

- A course must be taken at an accredited institution.
- There must be a comparable course offered by The Citadel.
- **A grade of "C-" or better must be earned in order to transfer the class to The Citadel.**
- Credit hour value of transfer courses must be equal to or greater than The Citadel course for which equivalent is sought; however, credits transferred will not exceed those of The Citadel equivalent.
- **Courses previously passed at The Citadel are not acceptable for transfer.**
- Permission to take approved course(s) does not waive institutional credit hours requirements at The Citadel, specifically:
 - One-half of all credits applied toward a degree must be earned at The Citadel.
 - 30 of the last 37 hours must be obtained at The Citadel and these hours must be earned within five years of the date of graduation.
- No more than one course totaling three credit hours may be transferred during Maymester. Over a summer, a student will not normally be permitted to enroll at The Citadel in, or transfer in from another accredited institution, more than **16 credit hours total**. Any exception to the number of hours that may be earned during a summer session or to the total number of hours that may be earned during summer school must be approved by the Associate Provost for Academic Affairs.

How to Determine if a Course is Pre-Approved to Transfer to The Citadel

The South Carolina Transfer and Articulation Center (SC TRAC) is a resource that helps students transfer between South Carolina colleges and universities: www.sctrac.org or mobile app Academic GPS. For course equivalencies in and outside of South Carolina, visit www.collegetransfer.net.

Please visit the appropriate website above and follow the instructions below:

- Select **'Course Equivalencies'**
- Transfer **FROM** College = college where you want to take courses
 - Click on the name of the institution when it populates in the drop-down menu
- Transfer **TO** College = The Citadel
 - Click on the name of the institution when it populates in the drop-down menu
- Click on **'Search'** and any pre-approved courses for transfer will show

Courses with equivalencies on the website(s) above do **not require department approval.**

If the course is not pre-approved for transfer, then the student must obtain a copy of the FROM College's course description (found in their school's course catalog) and get it approved by the Department Head of the corresponding course here at The Citadel.