**Coursework Elsewhere During Senior* Year Petition Form**

*Hours Earned + Currently Enrolled Hours + Requested Hours \( \geq 87 \) Hours

**Senior-Year Residency Policy:** The senior year of work for the degree must be completed in residence at the College of Charleston. However, effective with courses taken fall 2015 forward, candidates who have earned more than 30 credit hours at the College of Charleston may petition the Transfer Resource Center and the chair of the department of their major to complete up to seven (7) of their final thirty-seven (37) hours at another accredited institution.

Name __________________________________________     ID#____________________________________

College-Issued Email _____________________________________ Phone(_______)____________

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

* Full Name of Accredited Institution; NO ABBREVIATIONS

*The name of the accredited institution listed here must match the institution name that will appear on the official transcript we receive.

<table>
<thead>
<tr>
<th>External Course ID (i.e. EN 211)</th>
<th>External Course Title (i.e. British Literature I)</th>
<th>Hours</th>
<th>(Transfer Resource Center Use Only)</th>
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</thead>
<tbody>
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The last time I was registered in a course at the College of Charleston was (check one and provide year):

- [ ] Fall ____ (year)
- [ ] Spring ____ (year)
- [ ] Summer ____ (year)

**Note:** After a review of your record is conducted, you may be advised to speak with Undergraduate Academic Services for a leave of absence or Admissions to reapply.

- **Students admitted prior to Fall 2016:** The maximum number of transfer credit hours that may be applied to the requirements for a College of Charleston bachelor’s degree is ninety-two (92) credit hours, including all credits earned by examination (e.g., Advanced Placement, International Baccalaureate). **Students admitted or readmitted Fall 2016 forward:** The maximum number of transfer credit hours that may be applied to the requirements for a College of Charleston Bachelor’s degree is ninety (90) credit hours, including all credits earned by examination (e.g., Advanced Placement, International Baccalaureate).

- The maximum number of transfer credits that may be applied to the requirements for a College of Charleston bachelor’s degree from **two-year schools is sixty (60) total credit hours.**

- If this request contains any exception to the Senior Year Residency policy, this form will be forwarded to the Faculty Committee on Academic Standards (FCAS) for final decision. The student must attach justification for the request in a separate letter and a copy of their Unofficial Transcript from MyCharleston.

- A grade of "C" (2.000 on a 4.000 scale) or better is required to transfer; grades do not transfer, only credit hours. Only credit hours from a regionally accredited institution will be evaluated for transfer back to CofC. An official transcript must be sent to the College of Charleston's Transfer Resource Center in order for transfer credit to be awarded.

- Transfer credit will not be awarded for duplication of credits already earned. Refer to the Undergraduate Catalog for the College’s Repeat Policy. Permission to take a course does not override repeat rule policies.
• For proof of permission to submit to the other school, print the “Transient Permission Form” on the Transfer Resource Center website (transfer.cofc.edu) and attach a printed copy of your Degree Works term-by-term history. Forms will not be copied, fax, mailed, etc., to the transient institution.
• Please contact the Office of Student Affairs (843) 953-5522 if you require a Letter of Good Standing.
• Should the transient institution require proof of prerequisite(s), you must request your official transcript; forms available online: http://transfer.cofc.edu/forms/index.php

READ, SIGN, OBTAIN DEPARTMENT CHAIR SIGNATURE, AND ATTACH COPY OF DEGREE AUDIT

☐ STUDENT SIGNATURE

I UNDERSTAND THAT THE TRANSFER RESOURCE CENTER AND REGISTRAR’S OFFICE PERMISSION TO TAKE THE COURSE(S) REQUESTED IS NOT CONFIRMATION OF HOW/IF THE COURSE(S) WILL FULFILL MY MAJOR, MINOR OR DEGREE REQUIREMENTS. TRANSFER RESOURCE CENTER AND REGISTRAR’S PERMISSION ONLY CONFIRMS THE COLLEGE OF CHARLESTON COURSE EQUIVALENT(S) APPROVED BY THE FACULTY. I also fully understand that the Transfer Resource Center and 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. I understand transfer credit does not count towards the College of Charleston residence requirement.

Student’s Signature ___________________________ Date ___________________________

Student’s Name Printed ___________________________ ID# __________________________

Name of Institution Attending _________________________________________________

☐ DEPARTMENT CHAIR SIGNATURE (Student must obtain approval of department chair of student's major before submitting to the Registrar’s Office.)

The ___________________________ Department approves of this petition to take ________ hours at another institution. These courses will not count towards the residence requirement for the student’s program of study.

Please indicate: ________ number of requested credit hours that may count as transfer credit within the major requirements

_______ number of requested credit hours that may count as transfer credit outside the major requirements

Department Chair’s Signature ___________________________ Date ___________________________

☐ DEGREE AUDIT: Attach a printed copy of your Degree Works Class History Degree Audit from MyCharleston.

REMEMBER
• Allow 3-5 business days for processing; may take up to one (1) month if FCAS approval is needed.
• How will I know if my coursework request has been approved? Refer to the bottom section of your Degree Works degree audit for notification of course work approval.

TRANSFER RESOURCE CENTER OFFICE ONLY
To be completed by College of Charleston’s Transfer Resource Center staff only.

Approved by ___________________________ Date ___________________________