DECLINE TRANSFER CREDIT REQUEST*

Petition requests must be approved by your advisor first and then submitted to the Registrar’s Office before courses are retaken at College of Charleston or taken at another institution.

Student’s Name ___________________________CWID ____________

(Please Print)

College-Issued E-mail: ________________________________

Phone ____________________________

I wish to decline my transfer credit for the following:

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<th>Course (list name of course)</th>
<th>From which school?</th>
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College of Charleston credit declined:

___________________________________ Currently enrolled in course (Yes/No) ______

___________________________________ Currently enrolled in course (Yes/No) ______

___________________________________ Currently enrolled in course (Yes/No) ______

Explanation:______________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student’s Signature ______________________________________________________ Date____________________

THIS SECTION IS TO BE COMPLETED BY YOUR ADVISOR PRIOR TO FORM SUBMISSION:

Approved_______ Denied_______

Advisor’s Signature: ____________________________ Date___________________

*Students who wish to decline transfer credit in order to take a course at another institution as a transient or cross-registered student must also submit the appropriate Coursework Elsewhere form.

NOTE: Declining previously earned credit may impact student loan eligibility as loans are based on grade-level. If declining credit impacts grade-level, loans may be reduced. Please e-mail the Office of Financial Aid and Veterans Affairs with any questions/concerns.