



DECLINE EXAM CREDIT FORM

Please type or print clearly in ink

Decline credit requests must be approved by your advisor before courses are retaken at the College of Charleston or taken at another institution. Students who wish to decline exam 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.

Student Information	
Name	CWID
College-Issued Email	Phone Number

I wish to decline my credit from the following exams:
<input type="checkbox"/> Advanced Placement (AP)
<input type="checkbox"/> International Baccalaureate (IB)

Exam Information	
Title of Exam (example: AP Biology)	Exam Score (example: 3)
College of Charleston transfer credit to be declined	
CofC Course (example: BIOL 111 and BIOL 111L)	
	Currently enrolled in course at CofC (Yes or No) _____
	Currently enrolled in course at CofC (Yes or No) _____

Reason to decline credit*: _____

Student's Signature _____ Date _____

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

Approved Declined

Advisor's Signature _____ Date _____

* 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 contact the Office of Financial Aid and Veterans Affairs with any questions/concerns at financialaid@cofc.edu.

TRC USE ONLY:

Processed by: _____
(Initials)

Date: _____

College of Charleston
Transfer Resource Center
 Lightsey Center Suite 258 | 843.953.1135 | transferevaluation@cofc.edu