



REINSTATE EXAM CREDIT FORM

Please type or print clearly in ink

This form must be approved by the student's advisor before submitting to the Transfer Resource Center (TRC). Students who previously declined exam credit and are currently enrolled in a course to earn the same credit, must return this form to the TRC prior to the withdrawal deadline of that academic term to reinstate their exam credit. Course withdrawal deadlines can be found on the Academic Calendar.

Student Information	
Name	CWID
College-Issued Email	Phone Number

Please read the following statements and complete the sections below accordingly.

I wish to reinstate previously declined 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 which was 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 reinstate previously declined credit*: _____

Student's Signature _____ Date _____

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

Approved Declined

Advisor's Signature _____ Date _____

* Reinstating previously declined credit may impact student loan eligibility as loans are based on grade-level. If declining credit impacts grade-level, loans may be reduced. Please email the Office of Financial Aid and Veterans Affairs with any questions/concerns at financialaid@cofc.edu.

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

TRC USE ONLY:
Processed by: _____ (Initials)
Date: _____