



REINSTATE TRANSFER 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 transfer 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 transfer credit. Course withdrawal deadlines can be found on the Academic Calendar.

Student Information	
Name	CWID
College-Issued Email	Phone Number

I wish to reinstate previously declined transfer credit from _____.
Full name of other college/university/institution

Other Institution's Course Information	
Other Institution's Course Code (example: BIO 101)	Other Institution's Course Title (example: Intro to Biology)
College of Charleston transfer credit which was declined	
CofC Course (example: BIOL 111)	
	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: _____ <small>(Initials)</small>
Date: _____