

## REINSTATE CREDIT FORM

*Please type or print clearly in ink*

This form must be approved by the student's advisor before submitting to the Office of the Registrar. Students who previously declined credit and are currently enrolled in a course to earn the same credit, must return this form to the Office of the Registrar prior to the withdrawal deadline of that academic term to reinstate their credit.

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:
<input type="checkbox"/> Transfer/Military Credit
<input type="checkbox"/> Exam Credit

Course/Exam Information	
Title of Course/Exam (example: BIO 101, AP Biology)	Exam Score (if applicable) (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\*: \_\_\_\_\_

\* 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](mailto:financialaid@cofc.edu).

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

☐ Approved ☐ Declined

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Updated February 2024