

Coursework Elsewhere During Senior* Year Petition Form

*Hours Earned + Currently Enrolled Hours + Requested Hours > 87 Hours

Senior-Year Residency Policy: The senior year of work for the degree must be completed in residence at the College of Charleston. However, candidates who have earned more than 60 credit hours at the College of Charleston may petition the Office of the Registrar and the chair of the department of their major to complete up to seven of their final 37 hours at another institution.

Name _____ ID# _____

Email: _____@edisto.cofc.edu Phone(_____)_____

I plan to enroll during the _____ (term) of _____ (year) at the following accredited institution:

Name of accredited institution; NO ABBREVIATIONS City & State

External Course ID (i.e. EN 211)	External Course Title (i.e. British Literature I)	Hours	(Registrar's Office Use Only)
1.			
2.			

- A maximum of 60 hours total from a two-year institution may transfer.
- If this request contains any exception to the Senior Year Residency policy, this form will be forwarded to the Faculty Committee on Academic Standards for final decision. The student must attach justification for the request in a separate letter and a copy of their Unofficial Transcript from Cougar Trail.
- A grade of "C" (2.0) or better is required to transfer; grades do not transfer, only credit hours. An official transcript must be sent to the College of Charleston's Registrar in order for transfer credit to be awarded.
- Transfer credit will not be awarded for duplication of credits already earned. Refer to the Undergraduate Catalog for the College's Repeat Policy.
- FOR PROOF OF PERMISSION TO SUBMIT TO THE OTHER SCHOOL, PRINT THE "TRANSIENT PERMISSION FORM" ON THE REGISTRAR'S WEBSITE AND ATTACH YOUR TRANSFER CREDIT SUMMARY FROM COUGAR TRAIL. Forms will not be copied, fax, mailed, etc., to the transient institution.
- Please contact the Office of Student Affairs (843) 953-5522 if you require a Letter of Good Standing.
- Should the transient institution require proof of prerequisite(s), you must request your official transcript; forms available online: http://www.cofc.edu/registrar/FORMS_students.htm

I fully understand that the Registrar has the right to adjust my academic record (delete or revise any transfer credit) added on or after this date if this credit does not completely comply with all College of Charleston policies and regulations

Student's Signature _____ Date _____

ALLOW 3-5 BUSINESS DAYS FOR PROCESSING; MAY TAKE UP TO 1 MONTH IF FCAS APPROVAL NEEDED.

Refer to your Cougar Trail Transfer Credits for notification of course work approval.

STUDENT MUST OBTAIN APPROVAL OF CHAIRPERSON IN THE DEPARTMENT OF STUDENT'S MAJOR
The _____ department approves of this petition to take _____ hours of his/her last 37 semester hours elsewhere in completion of his/her degree program.
_____ hours in major courses _____ hours not in major courses

Chairperson's Signature _____ Date _____

TO BE COMPLETED BY COLLEGE OF CHARLESTON'S REGISTRAR'S OFFICE

Signature: Associate Registrar _____ Date _____

OFFICE OF THE REGISTRAR

ACADEMIC PLAN

Name: _____
Last First Middle

Date: _____

Student CWID #: _____

If you are requesting more than 7 semester hours of transfer credit, you must also attach a justification for the request addressed to the Faculty Committee on Academic Standards.

You must attach a copy of your Unofficial Transcript from Cougar Trail with this form.

<p>Start your plan by filling in the number to the right to determine your current standing: You can find this information on your unofficial transcript. Look for the last line, right above "End of Undergraduate Academic Plan."</p>	<p>What is your current number of EHRS (earned hours)? _____ How many hours will you complete this semester ?..... _____ Add these two numbers together to show the number of EHRS you expect to have at the end of the current semester... _____ You must have a minimum of 122 earned hours to graduate</p>
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Continue below with your NEXT semester, and fill in as many semesters as you need to fulfill your graduation requirements.

Begin with your current courses & list every course you plan to take, separated by terms, until graduation.						
YEAR	FALL COURSES		SPRING COURSES		MAY/SUMMER COURSES	
	Course	# HRS	Course	# HRS	Course	# HRS
20____ to 20____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	Total Credit Hours: _____		Total Credit Hours: _____		Total Credit Hours: _____	
20____ to 20____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	Total Credit Hours: _____		Total Credit Hours: _____		Total Credit Hours: _____	