Request for Approval of Work to be Taken Elsewhere

Name: __________________________________________ Date: _________________
(Please print) (Last) (First) (Middle or Maiden)

CUID: ____________________________________ Major: __________________________

Name of Institution where work is to be taken: ________________________________
(Name/Location of School)

During the term: ____________________/________________ to ________________/__________
(Month) (Year) (Month) (Year)

I understand the information printed below and on the reverse side of this form.

Student Signature: ________________________________________________________

Please complete the following:

<table>
<thead>
<tr>
<th>Course Catalog Number and Descriptive Title</th>
<th>Credit Hours</th>
<th>To Be Completed with the Assistance of Major Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>(At Institution Where Work is to Be Taken)</td>
<td>Sem. Qtr.</td>
<td>Equivalent Clemson Course</td>
</tr>
</tbody>
</table>

1. Confer with your major advisor/department chair about the transferability of the course you wish to take and the placement of that course within the curriculum. Courses already approved for transfer are listed on the on-line Transfer Credit Equivalency List (TCEL) at http://virtual.clemson.edu/groups/tcel.

*2. If a course is found in the TCEL, the advisor/department chair should indicate this by writing in the equivalent course and TCEL in the appropriate space above and signing below.

*3. If the course is not found in the Transfer Credit Equivalency List (TCEL), visit the department in which the course is taught at Clemson and present a course description to the department chair or departmental designee (list is available in the Enrolled Student Services Office, 104 Sikes Hall). If approved, the evaluation and signature must be recorded above. For courses to be taken elsewhere for elective credit at Clemson, they must be approved by the advisor/department chair of the student’s major.

4. After this form has been completed with the required signatures, return it to the Enrolled Student Services Office, 104 Sikes Hall.

Major Advisor or Chair of Major Department: ___________________________ Date: _________________

Office of Records and Registration

Distribution:
Enrolled Student Services Office - White
Advisor or Chair of Major Dept. - Yellow
Student - Pink

rev. 01/11
Policies Concerning Credits that Clemson Students
May Take at Other Institutions

To receive credit at Clemson University for courses completed at other regionally accredited colleges, Clemson students should:

♦ Secure approval in advance for each subject to be taken
♦ Earn a grade of “C” or higher

Courses graded Pass (P) or Satisfactory (S) must also be equivalent to a “C” or higher performance and explicitly written in the academic policy of the other institution. In addition, Clemson University reserves the right to refuse credit if the credit load taken by the student is excessive for the period attended.

An official transcript of work taken at another institution must be mailed to:
Enrolled Student Services Office
104 Sikes Hall, Clemson University
Clemson, SC 29634-5125

Until this transcript reaches Clemson, students should be prepared to supply additional documentation that they have satisfactorily completed the attempted course(s). If the course in question is a prerequisite for one the student is planning to take the next semester at Clemson, an advisor might request a grade report at registration.

No course taken at a nonbaccalaureate degree institution may be used as an equivalent or substitute for any 300- or 400-level Clemson course.

To qualify for an undergraduate degree, a student must complete through instruction from Clemson a minimum of 37 of the last 43 credits presented for the degree. To qualify for the five-year professional undergraduate degree in Landscape Architecture, a student must complete through instruction from Clemson a minimum of 42 of the last 48 credits presented for the degree.

Special permission is required for students planning to complete requirements for graduation at Clemson while attending other institutions.

Work completed at other institutions will not affect a student’s grade-point ratio. In calculating a student’s grade-point ratio, the total number of grade points accumulated at Clemson by the student is divided by the total number of credit hours taken by the student at Clemson.

Students are reminded that credits earned at another institution will be added to the “credit level” in meeting the Continuing Enrollment Policy (see Clemson University Announcements).

How a Transfer Course is Evaluated

Each transfer course is evaluated either as a direct Clemson University equivalent or as an elective credit. Upper-level subject area electives are added to a student’s record as 3** or 4**. Students may be allowed to substitute courses that do not have direct Clemson University equivalencies (for example: Elective or SOC 3**) for required courses in their degree program if their major advisor and the college provide the necessary approval. If approval is given, students may obtain a course substitution form and initiate the course substitution process. Approved course substitutions are processed through the Office of Enrolled Student Services in 104 Sikes Hall.

If you have a question about how a course has been evaluated, consult the department responsible for teaching the course. A course syllabus may be necessary if further review is required.

Listed below are abbreviations used on a student’s record if a course does not have a direct Clemson University equivalency:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCT</td>
<td>No transferable credit</td>
</tr>
<tr>
<td>Elective</td>
<td>Free elective credit</td>
</tr>
<tr>
<td>3** or 4**</td>
<td>Upper-level subject area elective</td>
</tr>
</tbody>
</table>