

# Approval of Credits to Be Earned at Another School

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Please Print) (Last) (First) (Middle or Maiden)

CUID Number:    -    -    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.

NOTE: You may not receive transfer credit for an equivalent Clemson University course to which Academic Forgiveness has been or will be applied.

Student Signature: \_\_\_\_\_

Please complete the following:

Course Catalog Number and Descriptive Title (At Institution Where Work is to Be Taken)	Credit Hours Sem. <input type="checkbox"/> Qtr. <input type="checkbox"/>	To be Completed with the Assistance of Major Advisor		
		Equivalent Clemson Course	*Course Equivalency Certification (TCEL or Signature of Departmental Designee)	Clemson Credit Hours to Be Awarded

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://clemson.edu/admissions/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: \_\_\_\_\_

## Policies Concerning Credits Taken at Other Domestic 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

E-Transcripts are accepted only through valid vendors such as Parchment or National Clearing House, and must be emailed to [esstranscripts@clemson.edu](mailto:esstranscripts@clemson.edu).

**An attached electronic document emailed from the institution or student will not be accepted.**

Until an official transcript is received and credit is granted, students should prepare to supply other documentation as evidence that the course(s) has been satisfactorily completed. If the transferred course(s) is a prerequisite for registration or continued enrollment in a Clemson course, other verifying documentation may be requested by an advisor or registration coordinator.

An official transcript, of work taken elsewhere in a student's final semester, must be received in the Office of Enrolled Student Services no later than the last day of Clemson University's final examinations for the term (see Academic Calendar).

Work completed at other institutions will not affect a student's Clemson grade-point average (GPA). In calculating a student's grade-point average, the total number of grade points accumulated at Clemson by the student is divided by the total number of GPA hours taken by the student at Clemson.

No course taken at a nonbaccalaureate degree institution may be used as an equivalent or substitute for any 3000- or 4000-level Clemson course.

If Academic Forgiveness has been applied to a course, the transfer of its course equivalent to fulfill a curriculum requirement is not permitted. Review the Academic Forgiveness Policy in its entirety at <http://www.clemson.edu/registrar/student-menu/student-records/>

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.

Special consideration is required if completing work for transfer during the term in which the student is graduating. It is recommended that schedules and deadlines be discussed with an academic records counselor in 104 Sikes Hall before applying for graduation.

Students are reminded that credits earned at another institution will be added to the "attempted hours" in meeting the Continuing Enrollment Policy (see *Clemson University Catalog*).

### How a Transfer Course Is Evaluated

Each transfer course is evaluated either as a direct Clemson University equivalent or as an elective. Upper-level subject area electives are added to a student's record as 3999 or 4999.

Students **may** be allowed to substitute courses that do not have direct Clemson University equivalencies for required courses in their degree program **if** they have the necessary approval on a course substitution form: <http://www.clemson.edu/registrar/documents/course-substitution.pdf>. Please see your major advisor to initiate the course substitution process.

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:

NCT = No transferable credit  
ELEC 0001 = Free elective credit  
3999 or 4999 = Upper-level subject area elective