

CLEMSON UNIVERSITY

REQUEST FOR APPROVAL OF WORK TO BE TAKEN ELSEWHERE

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

CUID Number: -- Major: _____

Name of Institution where work 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:

Course Catalog Number and Descriptive Title <small>(At Institution Where Work is to be Taken)</small>	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 <small>(TCEL or Signature of Departmental Designee)</small>	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://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), then visit the department in which the course is taught at Clemson and present a course description to the department chair or departmental designee. (List available in the Enrolled Student Services Office, 104 Sikes Hall). Then 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 the 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

POLICIES CONCERNING CREDITS WHICH CLEMSON STUDENTS MAY TAKE AT OTHER INSTITUTIONS

To receive credit at Clemson 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, the 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*).