

CLEMSON UNIVERSITY

REQUEST FOR APPROVAL OF WORK TO BE TAKEN ELSEWHERE

(See distribution at bottom.)

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

Student Identification Number: - -

Major: _____ Date: _____ / _____ / _____
(Month) (Day) (Year)

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

Signature: _____

Approval of Scholastic Work to be Completed at _____
(Name of School)

during the period _____ / _____ to _____ / _____
(Month) (Year) (Month) (Year)

Catalog Number and Descriptive Title of Course <small>(At Institution Where Work is to be Taken)</small>	Hours Credit Sem. <input type="checkbox"/> Qtr. <input type="checkbox"/>	Equivalent Clemson Catalog Number	*Signature of Individual Certifying Course Equivalency	Semester Credit to be Awarded at Clemson

Chair of Major Department or Academic Advisor _____ Date _____

*The student should present a description of the course to be taken at the time approval is requested. This approval may be given by the Chair of the Department in which the course is taught at Clemson or by his designated representatives. (List available in Office of Student Records, 104 Sikes Hall.) Courses to be taken elsewhere for elective credit at Clemson must be approved by the Department Chair of the student's major course.



OFFICE OF RECORDS AND REGISTRATION

Distribution:
Office of Student Records - White

Adviser 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 colleges, Clemson students should:

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

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:

**Clemson University
Office of Records and Registration
104 Sikes Hall
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.

In order to qualify for an undergraduate degree, a student must spend at least the last year of residence at Clemson and complete at Clemson a minimum of 30 of the last 36 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*).