



OFFICE OF THE REGISTRAR
 171 MOULTRIE STREET
 CHARLESTON, SC 29409

(843) 953-6969 FAX: (843) 953-7029

APPLICATION TO TAKE COURSES AT ANOTHER COLLEGE

Please read The Citadel's guidelines <http://citadel.edu/registrar/forms/application-to-take-courses-at-another-college-guidelines.pdf> regarding taking courses at another college. To complete this application, you must acknowledge that you understand these guidelines, as well as your responsibilities in the process, by signing in the student signature block below. The Citadel will accept no transfer credits earned while a student is on academic or conduct discharge or while conduct charges are pending.

CIT# - _____ - _____	<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 5px;"> Last Name First MI </div>
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NOTE: Maximum summer school course load is four courses and associated labs totaling no more than fourteen (14) credit hours (2 courses each summer term). Maximum Maymester course load is three (3) credit hours. Any exception to the number of hours that may be earned during a summer session or to the total number of hours that may be earned during summer school must be approved in advance by Associate Vice President for Academic Affairs.

Student Signature

Date

I request to take the following courses at _____
 (Name of accredited college/university)

_____ during the _____ of _____
 (Location of college/university) (Fall, Spr, Maymester, Sum) (Year)

COURSE INFORMATION FROM OTHER COLLEGE TO BE COMPLETED BY STUDENT			EQUIVALENT CITADEL COURSE TO BE COMPLETED BY DEPARTMENT HEAD			OFFICE USE
DEPT & COURSE#	COURSE NAME	SEM/QTR HOURS	COURSE ID EXAMPLE:ENGL-101	SEM HOURS	DEPT APPROVAL	
May-Mester						
FALL, SPR, SUM						

The above student is in good standing and has been given permission to take the above courses away from The Citadel.

Registrar's Signature

Date

Office Use only: Date Entered: _____ **Initials:** _____