



Office of the Registrar  
**Transient Permission Form**

\_\_\_\_\_ CWID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

I request to take the following courses at \_\_\_\_\_  
 Name of Regionally Accredited College/University

\_\_\_\_\_ during the \_\_\_\_\_ of \_\_\_\_\_  
 City and State of College/University Term Year

Course Information from Other College Completed by the Student				Equivalent Citadel Course Information Completed by the Student		Completed by Dept. Head
Course ID <i>Ex. ENGL 101</i>	Course Name <i>Ex. Composition &amp; Literature I</i>	Semester or Quarter Hours	Credit Hours	Course ID <i>Ex. ENGL 101</i>	Credit Hours	Dept. Approval

Your signature acknowledges that you understand the guidelines and requirements listed on page two of this document. Your signature also acknowledges that The Citadel will not accept transfer credits earned while a student is on academic or conduct discharge or while conduct charges are pending.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use Only**

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

\_\_\_\_\_ Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_ School Code \_\_\_\_\_

## Guidelines for Taking Courses at Another College

The Citadel requires that the following guidelines be met for a course to be accepted for transfer credit:

- A course must be taken at a regionally accredited institution.
- There must be a comparable course offered by The Citadel.
- A grade of “C” or higher must be earned.
- Credit hour value of transfer courses must be equal to or greater than The Citadel course for which equivalent is sought; however, credits transferred will not exceed those of The Citadel equivalent.
- Courses previously passed at The Citadel are not acceptable for transfer.
- Permission to take approved course(s) does not waive residency requirements at The Citadel, specifically:
  - One-half of all credits applied toward a degree must be earned at The Citadel.
  - 30 of the last 37 hours must be obtained at The Citadel and these hours must be earned within five years of the date of graduation.
- No more than one course totaling three credit hours may be transferred during Maymester. No more than four courses and their associated labs totaling no more than 14 credit hours (two courses each summer term) may be transferred for summer session. 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 by the Associate Provost for Academic Affairs.
- Quality points do not transfer, thus your GPA is not affected by courses taken at other colleges.

### How to Determine if a Course is Pre-Approved to Transfer to The Citadel

The South Carolina Transfer and Articulation Center (SC TRAC) is a resource that helps students transfer between South Carolina colleges and universities: [www.sctrac.org](http://www.sctrac.org) or mobile app Academic GPS. For course equivalencies in and outside of South Carolina, visit [www.collegetransfer.net](http://www.collegetransfer.net).

Please visit the appropriate website above and follow the instructions below:

- At the top of the page, click on the ‘Search’ tab
- Scroll down to ‘Search for Course Equivalencies’
- Transfer FROM College = college where you want to take courses
- Transfer TO College = The Citadel
- Click on ‘Search’ and any pre-approved courses for transfer will show

**\*\*Courses with equivalencies on the website(s) above do not require department approval.\*\***

If the course is **not** pre-approved for transfer, then the student must obtain a copy of the **FROM** College’s course description (found in their school’s course catalog) and get it approved by the appropriate department head here at The Citadel. **This form must be submitted to the Registrar’s Office for final approval.** The student will be given a copy to take to the other college/university.

### Important Tips about Transferring Courses

- Students who are not maintaining the minimum GPA for continuance must take coursework at The Citadel. See current catalog for GPA requirements.
- **You must request an official transcript from the other college/university be sent directly to The Citadel Registrar’s Office.** Transfer credit will not be awarded until an official transcript is received. Hand delivered transcripts cannot be accepted.
- When selecting another college/university, make sure you know whether it is on a semester or quarter hour system. 1.5 quarter hours equals one semester hour.
- Official transcripts should be e-mailed to [registrar@citadel.edu](mailto:registrar@citadel.edu) or mailed to Office of the Registrar, 171 Moultrie Street, Charleston, SC 29409