Office of the Registrar

Transient Permission Form

Graduate Students

____________________________________
CWID

______________________
Last Name

_______________________________________
First Name

MI

I request to take the following courses at
______________________________________________________________________

Name of Accredited College/University

*One School per Sheet, Please*

_____________________________________________
City and State of College/University

during the

___________________________
Term

___________________________
Year

Your signature acknowledge
s that you understand
the guidelines and require
ments listed on page two of this document.

*Note: Completion of this form does not guarantee financial aid. Please visit the Financial Aid office to apply or inquire regarding your status.

_____________________________________
Program Advisor

____________________________
Date

_____________________________________
Department Head

____________________________
Date

______________________________
Student Signature

______________________________
Date

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

____________________________
Checked/Added to Banner
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 an 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 or mailed to Office of the Registrar, 171 Moultrie Street, Charleston, SC 29409

Revised: 10/2019