



REQUEST FOR TRANSFER OF EXEMPTION CREDIT OR COURSE WAIVER EARNED AT ANOTHER INSTITUTION

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

CUID Number: - - Major: _____

Name of the institution where course was earned: _____

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 ONE of the following:

Exemption Credit WITH the Awarding of Credit Hours

Course Catalog Number and Descriptive Title (Institution Where Course was Earned)	Grade	Credit Hours	To Be Completed with the Assistance of Major Advisor	
			Clemson Equivalent	*Course Equivalency Certification (TCEL or Signature of Departmental Designee)

Exemption Credit WITHOUT the Awarding of Credit Hours

Course Catalog Number and Descriptive Title (Institution Where Course was Earned)	Grade	Credit Hours	To Be Completed with the Assistance of Major Advisor	
			Clemson Equivalent To be Waived	*Course Equivalency Certification (TCEL or Signature of Departmental Designee)

*Instructions are found on the reverse side of form.

Approved by Major Advisor or Major Departmental Designee:

_____ Date: _____

Request for Transfer of Exemption Credit or Course Waiver Earned at other Institutions

A transfer student who has exemption credit or a course waiver recorded on the official transcript from a sending institution can request the granting of Clemson credit or course waiver. The student should confer with the major advisor/department chair about the transferability of the desired course. Courses approved for transfer have been previously evaluated and listed on the on-line Transfer Credit Equivalency List (TCEL) at:
<http://www.clemson.admissions/tcel>.

If a course **is** found in the TCEL, the advisor/department chair will record the Clemson equivalent course and write 'TCEL' in the appropriate spaces on the previous page. If the course **is not** found in the TCEL, the student should visit the Clemson department in which the course is taught and present a course description to the department chair or departmental designee. If approved, he/she will record the Clemson equivalent and then sign in the appropriate spaces on previous page.

If approved, credit/waiver will be granted according to the following:

1. Where the sending institution has recorded exemption credit for a course or courses **with** the awarding of credit hours, then the course is transferred with the amount of credit hours earned at the sending institution, *not to exceed the course credit offered by Clemson*.
2. Where the sending institution has recorded exemption credit for a course or courses **without** the awarding of credit hours, then the course is transferred with 0 amount of credit hours as was earned at the sending institution. The signature of the Departmental Designee represents a recommendation that the University waive the course. However, in order to earn credit hours, the student is urged to first consider 1) earning hours by enrolling and attending the Clemson class. 2) requesting credit by examination (see Clemson Catalogs at <http://catalog.clemson.edu>).

NOTE: In both 1 and 2 above, the student must still present the total hours required in his/her curriculum for graduation. Also, any exemption credit will display on the student's official transcript.

After approvals have been obtained, please return this form to the Enrolled Student Services Office, 104 Sikes Hall.