



Request for Approval of Credits to Be Earned via Joint Services Transcript

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

CUID Number:

Declared Major/Minor/Concentration(s): _____

Joint Services Transcript Center Contact Information: _____

Dates Taken: _____ / _____ to _____ / _____
(Month) (Year) (Month) (Year)

NOTE: A student will not receive transfer credit for an equivalent Clemson University course to which Academic Forgiveness has been or will be applied.

After conferring with your major advisor/department chair about the transferability of the course you wish to take and the placement of that course within the curriculum, please complete the following and obtain the appropriate signatures.

Military Course ID	ACE Credit Recommendation (SH)	Sub Topic Course Title	To be Completed with the Assistance of Major Advisor		
			Equivalent Clemson Course	Signature of Departmental Designee or Advisor	Clemson Credit Hours to Be Awarded*

*The "Clemson Credit Hours to Be Awarded" column cannot exceed a maximum of 12 credits.

Are you currently using or do you plan to use VA benefits during your enrollment at Clemson? ☐ Yes ☐ No

Student Signature: _____ Date: _____

Major Advisor or Chair of Major Department: _____ Date: _____

Institutional Certifying Official (VA Benefits Office) Signature: _____ Date: _____

After this form has been completed with the required signatures, return it to the Enrolled Student Services Office, 104 Sikes Hall.

Accepted Credits

Clemson University recognizes recommendations from the American Council on Education (ACE) present on the Joint Services Transcript (JST) of a military service member. Admissions will use these recommendations as a guideline for considering applicants. Total credits awarded for military service or training are limited to 12 semester credit hours, with the limitations below. Military credit is not used in the admissions decision and will not count toward the 30 semester credits needed for admission, unless accompanied by at least 18 credit hours from an accredited college or university.

Limitations

In most cases, credit will be awarded as elective credit. The following limitations apply:

- Credit will not be awarded for military occupations.
- Credit will not be awarded for courses with ACE recommendations that are V=Vocational and/or lower than freshman or sophomore level.
- Credit for physical education is limited to four credit hours as follows:
 - Two credit hours is awarded for completion of basic training and advanced individual training.
 - Four credit hours is awarded for active duty service of one year or more.
- Military science elective credit is limited to six credit hours, as determined by advisors in Military Leadership.
- Up to six credit hours of general elective credit may be awarded for other training documented on the JST.

An official transcript of work taken at another institution must be mailed to:

Enrolled Student Services Office
104 Sikes Hall, Clemson University
Clemson, SC 29634-5125

E-Transcripts are accepted only through valid vendors such as Parchment or National Clearing House, and must be emailed to esstranscripts@clemson.edu.

An attached electronic document emailed from the institution or student will not be accepted.

Until an official transcript is received and credit is granted, students should prepare to supply other documentation as evidence that the course(s) has been satisfactorily completed. If the transferred course(s) is a prerequisite for registration or continued enrollment in a Clemson course, other verifying documentation may be requested by an advisor or registration coordinator.

An official transcript of work taken elsewhere in a student's final semester must be received in the Office of Enrolled Student Services no later than the last day of Clemson University's final examinations for the term (see Academic Calendar).

Work completed at other institutions will not affect a student's Clemson grade-point average (GPA). In calculating a student's grade-point average, the total number of grade points accumulated at Clemson by the student is divided by the total number of GPA hours taken by the student at Clemson.

No course taken at a nonbaccalaureate degree institution may be used as an equivalent or substitute for any 3000- or 4000-level Clemson course.

If Academic Forgiveness has been applied to a course, the transfer of its course equivalent to fulfill a curriculum requirement is not permitted. Review the Academic Forgiveness Policy in its entirety on the Office of the Registrar's website: <https://www.clemson.edu/registrar/> > Students > Student Records > Academic Forgiveness.

To qualify for an undergraduate degree, a student must complete through instruction from Clemson a minimum of 37 of the last 43 credits presented for the degree.

Special consideration is required if completing work for transfer during the term in which the student is graduating. It is recommended that schedules and deadlines be discussed with an academic records counselor in 104 Sikes Hall before applying for graduation.

Students are reminded that credits earned at another institution will be added to the "attempted hours" in meeting the Continuing Enrollment Policy. To review the policy, visit catalog.clemson.edu and select the current Clemson University Undergraduate Catalog.