



Courses Taken Elsewhere Request

(Transfer Credit for Continuing Students)

Policy Notice

Coker students may request permission to take courses at another institution when they are not actively enrolled in courses at Coker, such as during summer breaks or while on official Leave of Absence from the College.

Student cannot concurrently enroll in courses at Coker College and at another institution.

Student must demonstrate a need to take the course or courses at another institution. Student can only enroll in courses at a two year institution at Sophomore and Freshman status.

Student cannot be in his or her last 30 semester hours of course work with the exception of Study Away and Study Abroad Courses

Prior to enrolling in any course for which the student wishes to receive transfer credit, he or she must submit the Course Taken Elsewhere Request. This form is available through the Office of Academic Records.

1. Complete the required fields with the advisor's signature and return the form to the Office of Academic Records located in the Student Solution Center.
 - a. Students must provide a course description for each course he or she wishes to take at another institution.
2. The Office of Academic Records will then evaluate the courses and request approval from the appropriate academic department chair and Vice President of Academic Affairs.
3. Once approved, the Office of Academic Records will send the student a copy of the approved form to your Coker Email Account.

Upon completion of his or her course work the student is responsible for having an official transcript sent to the Office of Academic Records in order to receive credit. Credit will only be awarded for courses in which the student earned a grade of C- or better.

Please note that transfer courses do not count towards your academic GPA but may apply to your Financial Aid GPA. Grades will not replace the grade for the same course previously taken at Coker.

Name _____

Student ID _____

The above named student requests permission to take the following courses at

_____ (Name of Institution)

during the _____ (Semester or Term / Year).



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Reason for Request _____

Course Catalog # and Descriptive Title (At Institution Where Work is to Be Taken)	Credit Hours

ATTACH A COPY OF EACH COURSE DESCRIPTION

By signing this form, I, the student, understand that credit will be given only for courses in which I receive a grade of "C-" or better and that it is my responsibility to request an official transcript be sent to the Office of Academic Records at Coker when I have completed this work.

Student's Signature

Date

Advisor's Signature

Date

Office Use Only

Class Level _____ Study Away? Last 30 hrs? 2-yr college?
 Major LASP Elective Course offered during requested term/semester

Approved Denied Signature _____ Date _____

Course Title	Equivalency	Course Equivalency Certification	Coker Credit to be awarded

Notes: _____

File updated Copy to advisor Copy to student