



COLLEGE of CHARLESTON

CENTER FOR ACADEMIC PERFORMANCE AND PERSISTENCE

66 George Street
Lightsey Center, Suite B12
Charleston, South Carolina
29424-0001
Phone: 843.953.5674
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Email: capp@cofc.edu

REQUEST FOR THREE-YEAR TRANSFER OPTION

To be eligible for the Three-Year Transfer Option, you must have completed 15 semester hours with a GPA of 2.50 or higher since your readmission to the College of Charleston. You must also have been away from the college for a minimum of three calendar years before your readmission to the College of Charleston.

Students whose degrees have already been conferred are not eligible to apply the Three-Year-Option.

Name: _____ Student ID#: _____
Last First M.

Address: _____

Phone: _____ Email: _____@g.cofc.edu

Please fill out the following tables.

If you need assistance, contact the Center for Academic Performance and Persistence at 843.953.5674.

I. Please list all courses you have taken since your readmission to the College of Charleston.			
Course	Semester taken	Final Grade	Credits
E.g., MATH 101	Spring 2013	B+	3
Total credits completed since readmission to the College of Charleston:			

**Use back to list additional courses if necessary*

II. Please list all courses on your previous academic record for which you received a C- or lower. You will lose credit for these courses once the Three-Year-Transfer Option is processed.			
Course	Semester taken	Final Grade	Credits
E.g., MATH 101	Fall 2011	D+	3
Total credits lost by enacting the Three-Year-Transfer-Option:*			

**Use back to list additional courses if necessary*

My signature below indicates that I understand that the Three-Year-Option can only be applied one time to a student's record. Once applied, it cannot be reversed. Students nearing graduation must request that the Three-Year-Option be applied to their record before applying for graduation.

Student's Signature

Date

FOR OFFICE USE ONLY

Approved/Denied: _____ Effective Term: _____

CAPP Staff Signature

Date