

**MEREDITH COLLEGE
OFFICE OF THE REGISTRAR**

Instructions for Off-Campus Credit Form

This form is to be used for all currently enrolled undergraduate students who plan to take a course at another institution, except study abroad and Cooperating Raleigh Colleges (CRC) courses. Students who plan to take courses via study abroad or CRC should complete the appropriate application forms available in the Office of the Registrar or online at <http://www.meredith.edu/registrar/forms.htm>.

Please review the following instructions:

- The student must get approval from the College before taking the course.
- Complete the form and specify the Meredith course requirement (general education, major, minor, elective) you are hoping to satisfy.
- Obtain all signatures.
 - Signature of your academic advisor.
 - A course that fulfills a general education requirement must have the signature of the Director of General Education.
 - A course that fulfills the major requirement must have the signature of the Department Head of the major area.
 - A course that fulfills the minor requirement must have the signature of the Department Head of the minor area.
 - An elective course may be approved by the Registrar if the course equivalency has already been established. If the course equivalency has not been established then the Registrar will consult with the appropriate department head.
- Return the completed form with all necessary signatures to the Office of the Registrar, 123 Johnson Hall.
- When the course is complete, send an official transcript of the coursework taken to:
Office of the Registrar, Meredith College, 3800 Hillsborough St, Raleigh, NC 27607.

Please note:

- All courses must be completed at a regionally accredited institution.
- Students must complete 24 of their last 30 hours at Meredith College.
- A grade of C or better is required to transfer credit to Meredith.
- Grades do not transfer from other institutions; only the credit hours transfer. Courses taken at other institutions will not affect your GPA or replace grades previously taken at Meredith.
- Students on academic probation may be advised to take summer course work at Meredith rather than at another college or university because transfer courses will not improve their Meredith standing.
- Students on academic probation should meet with an advisor in the Academic Advising Center to fully understand how future coursework taken at Meredith or other schools may impact their progress towards a degree.