



136 Clinton Point Drive, Plattsburgh, New York 12901 (518) 562-4200 Fax: (518) 562-4158 www.clinton.edu

## Transfer of 'D' Grade Form

**PURPOSE:** This form is used to request that transfer coursework for which grades of 'D' were earned are accepted for transfer to Clinton Community College.

**POLICY:** Clinton Community College will accept as transfer credit a maximum of three 'D' grade courses (no more than 12 credit hours). The following criteria must be met in order for 'D' grades to be accepted:

- The request for "D" grade transfer must be approved by the student's advisor and the student must meet either condition A or B below:
  - A. The student has completed a minimum of twenty-four credit hours of study elsewhere with the grade of 'C' or better for at least twelve of the twenty-four hours.
  - B. The student has satisfactorily completed one full semester at Clinton Community College with the grade of 'C' or better for at least twelve credit hours of study.

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Condition Met (Circle One):     A     B

Transfer College	Transfer Course Title	Semester Taken	CCC Course Equivalent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Major: \_\_\_\_\_

Dept Chair of Major Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Date Processed: _____
Processed By: _____