BenedictineUniversity

APPROVAL OF TRANSFER COURSES

Students are required to use this form is to secure approval of any courses to be taken at another institution during or after their first term of enrollment. The form should be completed and approved **prior** to enrollment in the desired class. Following completion of the course, students <u>must</u> submit an official transcript to Benedictine University. Students are responsible for understanding and complying with all curricular requirements stated in the current Undergraduate Catalog.

Undergraduates with Junior or Senior standing (60 or more semester credit hours earned) enrolling in and transferring in community college course credit is only allowed under special circumstances. Students seeking an exception must complete the Request for Exception to Community College Credit Limit form and receive special approval from the department chair and dean. Coursework required by special agreements such as 3+1 or 2+2 programs may be exempt from the community college credit limit.

Please submit form to the Office of the Registrar at <u>creditevaluation@ben.edu</u>. An approval or denial notification will be sent to the student's BenU e-mail address.

PART I General Information (This section is to be completed by the student. All fields are required.)						
STUDENT NAME:				ID #:		
Earned He	ours: In Pr	ogress:				
Name of Visiting Institution		Community College Accredited Four-Year University		FA SP SU y Term course(s) to be taken	20	-
Visiting Institution Information			Course Equivalent at Benedictine University			
Subject & Course #	Course Title	Credit Hours	Subject & Course #	Course Title (If no equivalent, indicate a requirement to be met.)	rurricular	Credit Hours
I certify that th provided on the		the best of my knowledge an	d I understand	that the signatures below are based solely on .	the information I h	ave
Student Signature		Note: A separate form is required for each term.				
PART II Advisor Approval (Student is responsible for obtaining advisor signature for academic approval.) I approve that the courses indicated above, totaling semester hours and assuming the required grade, will be transferable to Benedictine University as the equivalent Benedictine course/requirement indicated above. "C" or better required Yes						
				e of boner required	No	
Academic Advisor Signature			Date			
PART III Office of the Registrar (Student is responsible for submitting form to the Office of the Registrar.) Upon approval by the academic advisor and after review of the student's transcript, I approve the transfer of credit as stated above. (Note: If the official is unable to approve request, the student and advisor will be notified.)						

Date

Not Met

Not Met

60 +

Met

Met

0-59.99

54-hour rule

Total Hours

Earned+IP

30-hour Res. Req.

Office of the Registrar Official Signature

Office Use Notes: