Students are required to use this form 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 must 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 creditevaluation@ben.edu. 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 Hours: ______  In Progress: ______

Name of Visiting Institution: ___________________________

Community College Accredited Four-Year University: ___________________________

Term course(s) to be taken: 20_____

<table>
<thead>
<tr>
<th>Visiting Institution Information</th>
<th>Course Equivalent at Benedictine University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject &amp; Course #</td>
<td>Course Title</td>
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</table>

I certify that the information provided is accurate to the best of my knowledge and I understand that the signatures below are based solely on the information I have provided on this form.

________________________________________________  ___________
Student Signature  Date

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  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.)

________________________________________________  ___________
Office of the Registrar Official Signature  Date

54-hour rule  Met  Not Met
30-hour Res. Req.  Met  Not Met
Total Hours  0-59.99  60+
Earned+IP

Office Use
Notes: