Request for Exception to Community College Credit Limit

To be completed and submitted by students with junior or senior standing (60 or more semester credit hours earned) applying for an EXCEPTION to the Community College Credit limit.

This 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. 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  To be completed by the student (all fields required)

ATTACHMENTS REQUIRED: Current Academic Transcript; Current Degree Audit

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Print) Last</td>
<td>First</td>
</tr>
</tbody>
</table>

Earned Hours: _______ In Progress: _______ Expected Term of Degree Completion: _______

20 ☐ FA ☐ SP ☐ SU ☐ __________ ☐ ☐ Community College

Term course(s) to be taken

Name of Visiting Institution ☐ ☐ Accredited Four-Year University

<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>
</tr>
<tr>
<td>Subject &amp; Course #</td>
<td>Course Title</td>
</tr>
<tr>
<td>Credit Hours</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 ___________________________

Student must have 15 or fewer credit hours from degree completion in order to petition to complete no more than 6-8 of those hours (two courses, including labs or co-requirements) through eligible community college credit under the following conditions:

Check all boxes that apply

☐ (Required) All other degree requirements have been met or are currently in progress, as demonstrated by current transcript and records;

AND ONE OF THE FOLLOWING

☐ The requirements represented by the course(s) are not available in any format at or from the student’s home campus for a full term (relative to the student’s usual academic calendar, i.e. semester, quarter, etc.) following the planned degree completion date, thus delaying degree completion for two full terms;

OR

☐ The requirements represented by the course(s) are not available in any format at or from the student home campus prior to the students planned graduation date (as applied for and audited), and the student provides documentation establishing that failure to complete the degree by that date will result in loss of secured employment, promotion, or professional certification already in progress;

OR

☐ The student’s permanent place of residence (as established by FASFA, tax records or other proof of long-term residency) is more than 100 miles from the home campus;

OR

☐ The student’s place of residence has been relocated as a consequence of active military service.
PART II  Approval (All signatures required)

__________________________________________ Date
Academic Advisor (Signature)               

__________________________________________ Date
Department Chair (Signature)               

__________________________________________ Date
Dean (Signature)                           

Upon approval by the Academic Advisor; Department Chair; and Dean; 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 the request, the student and advisor will be notified.)

__________________________________________ Date
Office of the Registrar Official Signature

☐ Met ☐ Not Met  54-hour rule
☐ Met ☐ Not Met  30-hour Res. Req.