

**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](mailto: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**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
 (Print) Last First MI

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

Visiting Institution Information			Course Equivalent at Benedictine University		
Subject & Course #	Course Title	Credit Hours	Subject & Course #	Course Title <i>(If no equivalent, indicate curricular requirement to be met.)</i>	Credit Hours

*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)**

\_\_\_\_\_  
Academic Advisor (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (Signature)

\_\_\_\_\_  
Date

*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.)*

\_\_\_\_\_  
Office of the Registrar Official Signature

\_\_\_\_\_  
Date

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