

## **Community College Credit Policy**

Undergraduates with junior or senior standing (60 or more semester credit hours earned) will not be eligible to transfer community college course credit back to Benedictine University. Credit from accredited four-year institutions is not affected, nor is coursework required by special agreements such as 2+2 or 2+3 programs. This policy will become effective in the Summer 2016 term.

### **Exceptions to the Community College Credit Policy:**

An undergraduate student who is 15 or fewer credit hours from degree completion may petition to complete no more than 6-8 of those hours (two courses, including any labs or co-requirements) through eligible community college credit under the following conditions:

1. The student's major advisor and chair of the major department both support the request in writing, with rationale and approval of specific transfer courses to complete the requirement(s),

#### **AND**

2. All other degree requirements have been met or are currently in progress, as demonstrated by current transcript and records;

**AND** one of the following:

3a. 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**

3b. The requirements represented by the course(s) are not available in any format at or from the student's home campus prior to the student's 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**

3c. The student's permanent place of residence (as established by FAFSA, tax records or other proof of long-term residency) is more than 100 miles from the home campus;

#### **OR**

3d. The student's place of residence has been relocated as a consequence of active military service.

Any student who wishes to apply for such an exception is to file a Community College Completion Credit Application Form. As part of completing this form, the student must provide clear course equivalencies and indicate which of the above exceptions applies, and append any required documentation. The form must also be signed by the student's academic advisor and approved by



the Chair or Director of the program from which the student is seeking a degree. The completed form must be submitted and approved by the Dean before any relevant credit is posted to the student's transcript. If such a request is approved, all other Benedictine University policies relevant to transfer and credit still apply, including but not limited to those governing eligibility for GPA inclusion, non-repeatability, and articulation with native programs and requirements.