

APPROVAL OF TRANSFER COURSES

This form is to be used for approval of any courses that a regularly-enrolled student or student on leave wishes to take at another college/university. The form should be filled out before a course is taken. Otherwise, the student risks the possibility of future difficulties with Benedictine University requirements. If the student requests transfer credit within the final 45 hours (30 hours for Degree Completion students), approval by the Director of Advising, Registrar, or Transfer Articulation Coordinator is required (Step 3).

An official transcript of credit must be sent to the ARC at Benedictine University after the course is completed.

STEP 1: To be completed by student: *PRESS PEN FIRMLY WHEN WRITING*

STUDENT NAME: _____ SS# _____ BU ID# _____

MAJOR: _____ CLASS: FR SO JR SR

Courses will be taken at: _____
Name of College/University Term

COURSE NUMBER	COURSE TITLE	HOURS	Check one	
			QTR.	SEM.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REASON: _____

STEP 2: To be completed by Academic Advisor: (Academic Approval)

I hereby certify and approve that the courses indicated above, totaling _____ semester hours and assuming a required grade, will be transferable to Benedictine University and will fulfill the following requirement(s):

Note: Those courses approved either for credit in a major or to meet the Basic Skills requirements must be completed with a grade of "C" or better to be transferable to Benedictine University.

Academic Advisor date _____
Department Chair date

STEP 3: To be completed by Director of Advising, Registrar, or Transfer Articulation Coordinator for residency requirement.

Upon approval by your Academic Advisor and Department Chair, I approve the transfer of credit as stated above, within the final 45 (30 for DCP) hours at Benedictine University.

ARC date

STEP 4: DISTRIBUTE COPIES:

White: ARC for student file. **Yellow:** faculty advisor. **Pink:** student