

## APPROVAL OF TRANSFER COURSES

### *Traditional Undergraduate / Adult Accelerated Programs*

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.

**PART I General Information** *(This section is to be completed by the student. All fields are required.)*

**STUDENT NAME:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**STUDENT STATUS:**  FR  SO  JR  SR **E-MAIL:** \_\_\_\_\_

**SEM. HOURS:** **Completed at BU:** \_\_\_\_\_ **In Progress:** \_\_\_\_\_ **Already Transferred:** \_\_\_\_\_

**COURSE INFO:** \_\_\_\_\_  FA  SP  SU **20** \_\_\_\_\_  
**Name of Visiting Institution** **Term course(s) to be taken**

Visiting Institution Information			Course Equivalent at Benedictine University		
Course Number	Course Title	Credit Hours	Course Number	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 **Note:** A separate form is required 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.*

\_\_\_\_\_  
 Academic Advisor Signature \_\_\_\_\_ Date "C" or better required  Yes  No

**PART III Student Success Center** *(Student is responsible for submitting form to Student Success Center.)*

*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 the request, the student and advisor will be notified.)*

\_\_\_\_\_  
 Student Success Center Official Signature \_\_\_\_\_ Date: 55-hour rule  Met  Not Met  
Residency  45  30  
Res. Req.  Met  Not Met  
Warning  Yes  No

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