Community College Completion Credit Application Form
Traditional Undergraduate / Adult Accelerated Programs – Students Applying For an EXCEPTION To The Community College Credit Policy

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. 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 is effective as of the Summer 2016 term.

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

ATTACHMENTS REQUIRED: Current Academic Transcript; Current Degree Audit

<table>
<thead>
<tr>
<th>STUDENT NAME: _______________________________</th>
<th>ID#: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned Hours: _____</td>
<td>In Progress: _____</td>
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☐ Community College ☐ FA ☐ SP ☐ SU 20_____ Name of Visiting Institution

<table>
<thead>
<tr>
<th>Visiting Institution Information</th>
<th>Course Equivalent at Benedictine University</th>
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</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Course Title</td>
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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:

☐ (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's 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.
Upon approval by the academic advisor, department chair, 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 request, the student and advisor will be notified.)

Office of the Registrar Official Signature  Date:  

55-hour rule  □ Met  □ Not Met  
Residency  □ 45  □ Not Met  
Res. Req.  □ Met  □ Not Met  

Office Use