Credits Transferred from Other Institutions [page 6 after Transfer Credit]
Credit for nontraditional experiences, including military education, will be considered based upon American Council on Education recommendations for each veteran's previous education and training. Military education credit is considered an external credit program. Transcripts will be requested from all prior institutions and training.

Independent Study Courses [page 6 after Incompletes]
Requests for an independent study must be first submitted through the student’s advisor. Formal requests are submitted to the registrar’s office with approvals from the department head and course instructor. Timelines for completion of the independent study are the same under the student’s program which could be based on either semester or quarter systems. Communications between faculty and the student who has requested the independent study are determined prior to the start of the independent study and are to be followed as indicated in the formal request submitted to the registrar’s office. Official copies of the request, along with the syllabus for the course will be kept in a student’s permanent file.

Official Transcripts [page 8 after Course Load Per Term]
A student may order official transcripts through Parchment.com. Official transcripts will contain information regarding final official grades for courses and are always posted three days after the end of a term.

https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=nsPw5iKsgbS09e1Q

The information contained on this page is from the 2016-2017 Graduate Catalog and is valid until August 1, 2017.
Please see below for a short description of the offices, services and equipment found in each of our facilities:

**Gillett Hall:** Faculty/Advisor Offices, Athletics, Enrollment, Administration, Classrooms, Student Services

**Mesa Center for Higher Education:** Classroom; Labs; School of Adult, Graduate and Professional Education (SGAPE) administrative offices; SGAPE advisors

**Alhambra Residence Hall:** Student Housing

**Mesa Family YMCA:** Student recreation and Student Athletic Training

Students can also get more information regarding the facilities at the following link:

[http://www.ben.edu/mesa/about/location.cfm](http://www.ben.edu/mesa/about/location.cfm)

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