Benedictine University

APPROVAL OF TRANSFER COURSES

Students are required to use this form is 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.

Undergraduates with Junior or Senior standing (60 or more semester credit hours earned) enrolling in and transferring in community college course credit is only allowed under special circumstances. Students seeking an exception must complete the Request for Exception to Community College Credit Limit form and receive special approval from the department chair and dean. Coursework required by special agreements such as 3+1 or 2+2 programs may be exempt from the community college credit limit.

Please submit form to the Office of the Registrar at creditevaluation@ben.edu (Lisle campus students) or mesaregistrar@ben.edu (Mesa campus students). An approval or denial notification will be sent to the student's BenU e-mail address.

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

STUDENT NAME: _____ **ID #:** _____

Earned Hours: _____ **In Progress:** _____

_____ **Community College** **FA** ☐ **SP** ☐ **SU** ☐ **20**_____
Name of Visiting Institution **Accredited Four-Year University** **Term course(s) to be taken**

Visiting Institution Information			**Course Equivalent at Benedictine University**		
Subject & Course #	Course Title	Credit Hours	Subject & Course #	Course Title *(If no equivalent, indicate curricular requirement to be met.)*	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.

_____ _____ **Note:** *A separate form is required for each term.*
Student Signature Date

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.

"C" or better required Yes ☐ No ☐

_____ _____
Academic Advisor Signature Date

PART III Office of the Registrar *(Student is responsible for submitting form to the Office of the Registrar.)*

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 request, the student and advisor will be notified.)

_____ _____
Office of the Registrar Official Signature Date

54-hour rule	Met	Not Met
30-hour Res. Req.	Met	Not Met
Total Hours Earned+IP	0-59.99	60 +

Office Use
Notes: