

# BLUFFTON UNIVERSITY

## Application for advance approval of work to be taken at another University

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Fr \_\_\_\_ So \_\_\_\_ Jr \_\_\_\_ Sr \_\_\_\_

I wish to take the following course(s) at: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u> <u>sem. or qtr. ?</u>	<u>Bluffton requirement this will meet:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of courses to be taken at Bluffton University during time period stated above: \_\_\_\_\_

Please check if appropriate:

\_\_\_\_\_ Course(s) will be taken by correspondence or on-line.

\_\_\_\_\_ Course is being taken a second time to meet C- grade requirement. (A repeated grade transferred to Bluffton will not alter one's GPA, whereas if the course is repeated at Bluffton University, the first grade remains on the transcript but only the most recent grade is calculated into the GPA.) If the initial grade at Bluffton was a D, no additional credit will be posted to the Bluffton transcript.

\_\_\_\_\_ Course(s) is(are) to meet major or minor requirement(s).  
If the above is checked, permission must be obtained from the Department Chairperson.

\_\_\_\_\_ approves \_\_\_\_\_  
Chairperson's signature Course title(s)

\_\_\_\_\_ Course(s) is(are) to meet cross-cultural requirement.  
If the above is checked, permission must be obtained from the Director of Cross-cultural programs.

\_\_\_\_\_ approves \_\_\_\_\_  
Director's signature Course title(s)

Information included on your Bluffton University transcript will be name of college/university, the name of the Bluffton course for which your transfer credit substitutes, and total hours accepted. Grades of transfer courses are not recorded or counted in your grade point average.

Coursework may not duplicate work for which student has already received credit.

**Students in their senior year can only transfer in six semester hours of the last 30 hours needed.**

This approval is good for one academic year only. The student is responsible to register for the course and to request a transcript to be sent to Bluffton University after completion of the course.

**"I understand that I will not receive transfer credit for any course for which I earn a grade below C- or for which I have earlier received Bluffton University credit."**

\_\_\_\_\_  
Student's signature

Approved as to Bluffton University requirements:

Iris Neufeld \_\_\_\_\_  
Registrar's signature

Return completed form to the Registrar's Office. Copy to Financial Aid

Revised- 11/14

TRANSFER/Advanced Approval Form