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 __________

College/University City and State __________________________

Course Number __________________________ Course Title __________________________ Credit Hours ________ Bluffton requirement this will meet: __________________________

sem. or qtr.? __________________________

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.)

______ 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:

__________________________

Registrar’s signature

Return completed form to the Registrar’s Office. Copy to Financial Aid
Revised: 10/12