Prior Approval of Transfer Credit

This form is for undergraduate student use only. Review the policies in the Bellarmine University Course Catalog entitled "Study at Other Institutions" and "Transfer of Credit Policy" to determine eligibility for this application.

Policy Checklist:

- ☐ Attach the **course description from the institution you plan to attend.**
- ☐ Current GPA must be 2.00 or above.
- ☐ A course already completed at Bellarmine, regardless of grade, cannot be taken at another university for transfer credit.
- ☐ Students with 0-59 transfer hours are limited to 12 hours or 4 courses, but no more than 8 hours or 2 courses may apply to General Education, majors, or minors. Students with 60+ transfer hours are limited to 6 hours or 2 courses.

Student Information:

Student's Name: _____   ID Number: _____

Major(s): _____   Cumulative BU GPA: _____

Course Information:

Institution to be attended: _____

Semester/Year course will be taken: _____

In the box below, list the course information as it appears in the class schedule of the institution you want to attend. Use a separate form for each course requested.

Course Subj & Number	Course Title	Credit Hours	Bellarmine Equiv Course Subj & Number (if exists)	Reason (e.g. Gen Ed, major, minor, elective)

Use the space below to clarify your request if necessary:

_ *I agree that I will adhere to the Catalog policies and that I meet the qualifications for this application.*

Student's Signature: _____   Date: _____

Advisor's signature: _____   Date: _____

Submit completed form to the Registrar's Office at registrar@bellarmine.edu for review. Registrar will send results via Bellarmine email.

Registrar's Review: Approved equivalency ☐   Needs approval ☐

Does not meet the policy requirement: _____

Signature: _____   Date: _____

Dept Chair of Transfer Course: One-time exception ☐   Approved equivalent ☐   Denied ☐

Denied Comments: _____

Dept Chair's Signature: _____   Date: _____