REQUEST FOR PERMISSION TO TRANSFER UNDERGRADUATE CREDITS

Please submit this form to your College Dean's Office

Student ID# (1st 9 digits):_____

Name: _____
Last First MI

In case we need to contact you, please provide a phone number and BU email address.

Phone #:_____ BU E-mail:_____

I request approval of my enrollment at _____ for the
(Name of Institution)

Select one term, 20__, to take the courses specified below, with the understanding that provided I earn grades of C- or better, the credits will be transferred to Butler University as indicated below.

Courses to be Transferred:

1. Course: _____ Title: _____ Credits:_____ Semester ☐ Quarter ☐
Subject & Course # Name of Course

Course delivery type (select one): In Person ☐ Online/Internet course ☐ Hybrid ☐

Transfer as BU course: _____ Have you ever enrolled in this course at Butler? Yes ☐ No ☐

Transfer course will substitute for BU requirement: Select one

*Students in COPHS requesting a professional course substitution, must list rationale (on second page.)

Signature: _____ Date:_____
Department Chair/Program Director of corresponding Butler course

2. Course: _____ Title: _____ Credits:_____ Semester ☐ Quarter ☐
Subject & Course # Name of Course

Course delivery type (select one): In Person ☐ Online/Internet course ☐ Hybrid ☐

Transfer as BU course: _____ Have you ever enrolled in this course at Butler? Yes ☐ No ☐

Transfer course will substitute for BU requirement: Select one

*Students in COPHS requesting a professional course substitution, must list rationale (on second page.)

Signature: _____ Date:_____
Department Chair/Program Director of corresponding Butler course

3. Course: _____ Title: _____ Credits:_____ Semester ☐ Quarter ☐
Subject & Course # Name of Course

Course delivery type (select one): In Person ☐ Online/Internet course ☐ Hybrid ☐

Transfer as BU course: _____ Have you ever enrolled in this course at Butler? Yes ☐ No ☐

Transfer course will substitute for BU requirement: Select one

*Students in COPHS requesting a professional course substitution, must list rationale (on second page.)

Signature: _____ Date:_____
Department Chair/Program Director of corresponding Butler course

*COPHS students - Describe the rationale for requesting this pre-professional/professional substitution.

Signatures:

Student:_____ Date:_____

Advisor:_____

Dean/Dean designate of College of Primary Enrollment:_____
(For Non-Core courses Only)

Faculty Core Director: _____
(For Core Classes Only)

Please request an official transcript to be mailed to the Office of Registration and Records, Butler University, 4600 Sunset Avenue, Indianapolis, IN 46208, upon completion of the course. Official electronic transcripts (e-transcripts) can be sent directly from the school of enrollment to registrar@butler.edu.

The Dean's office will send the approved request form to Registration and Records where an electronic version will be kept, and made available to the student's advisor.

Transfer Credit Policies:

- Butler will grant transfer credit only for courses taken at a regionally accredited college or university.
- Butler will grant transfer credit only for courses passed with a letter grade of "C-"or better. Please note that some majors/minors require coursework to be completed with a grade of C or better for the course to count toward the major/minor requirements.
- Transfer courses may not be taken pass/fail.
- Grades earned elsewhere in no way affect the Butler grade-point average since only hours, not grades, transfer. Thus, a student's grade point average is computed only on his/her Butler grades.
- Transfer credit will not be granted for any course which duplicates one passed at Butler. A grade earned at Butler cannot be replaced with a higher grade earned elsewhere.
- Credits earned at an institution which is on the quarter system will be converted to semester hours at Butler University. Three quarter hours equal two semester hours at Butler; four quarter hours equal two-and two-thirds semester hours at Butler; five quarter hours equal three-and-one-third semester hours at Butler.
- Butler transfers the number of credits earned by the student which may, or may not, match the credit value associated with the equivalent course at Butler.
- Students within 30 hours of graduation must obtain special permission ("Request for Permission to Transfer Credits in the Last 30 hours" form) from their college dean to transfer credits to Butler during their final 30 credit hours.

Notes for Core Curriculum Course Approval:

- A maximum of six hours of on-line courses may be transferred for Core Curriculum coursework.

Notes for Lacy School of Business (LSB) Course Approval:

- On-line business courses are not accepted for transfer
- Business courses should be from a 4-year institution (preferably AACSB Accreditation)
- Lacy School of Business students cannot transfer a business course from another university if they have already enrolled in that course at Butler, even if they have not completed the course.