

TRANSFER WORK APPROVAL FORM

STUDENT'S NAME _____ I.D. NUMBER _____

MAJOR(S) _____ LAST _____ FIRST _____ M.I. _____ MINOR(S) _____

Continuing Bradley students who wish to take coursework at another collegiate institution **MUST** obtain written approval **BEFORE** registering at the other institution. UNV STUDENTS: If this course(s) is to be used toward a major, approval of the Department Chair of major is required.

Regular continuing Bradley students who wish to take work at another institution to satisfy **Bradley's General Education requirements** should obtain written approval from the Associate Dean of the College of Liberal Arts and Sciences before registering at the other institution.

Any course not listed in the transfer equivalency guide will require a copy of the course description to be attached to approval form.

Grades of "D" from an institution will be **considered** transferable only if the student's cumulative grade point average at that institution is at least a 2.0 out of 4.0 at the time the work is transferred. A maximum of 66 semester hours of credit will be accepted from 2-year colleges. **The College of Business and the College of Communications and Fine Arts will only accept transfer courses in which a grade of C or better was earned. No Junior-Senior credit will be given for work at a 2-year college. Transfer credits are considered for acceptance if the originating institution is regionally accredited.**

Unless written approval is given, there is no guarantee the transfer work will be accepted at Bradley.

Approved credits from other collegiate institutions will be transferred to Bradley University once the student sends an official transcript of completed credit directly to: **Registrar, Bradley University, 11 Swords Hall, Peoria, IL 61625.**

COURSE TO BE TRANSFERRED: Date Work Will Be Completed _____ Number of hours already transferred _____

From _____ Two-year institution _____ Four-year institution _____
Sem. Hrs. of Credit _____ Quarter Hrs. of Credit _____
Location _____ OR _____

Dept. and Course No. _____ Course Title _____

Listed in Equivalency Guide _____ Yes _____ No This course is listed as equivalent to _____ at Bradley

Date _____ Student's Signature _____

NOTE: If course fulfills both Major or Minor and General Education requirements, complete 1 AND 2

1. FOR COURSE WORK FULFILLING MAJOR OR MINOR REQUIREMENT OR ELECTIVE CREDIT

Will credits be accepted for Jr./Sr. hours? _____ Yes _____ No

If course is listed in equivalency guide, course will transfer as: (choose one below)

- This course will be accepted as listed equivalent per transfer guide
- This course will be accepted as a free elective
- Not accepted for credit (explanation attached)

If not listed in transfer equivalency guide, then you must also obtain signature of the Dept. Chair of the course.

This course will be accepted as _____
Dept. Chair of the course _____ Date _____

Approval by advisor or by Dept. Chair of student's major _____ Date _____

College Dean of student's major _____ Date _____

FOR COURSE WORK FULFILLING A GENERAL EDUCATION REQUIREMENT

2. TO BE COMPLETED BY THE ASSOCIATE DEAN OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES, BRADLEY HALL 226

Will credits be accepted for Jr./Sr. hours? _____ Yes _____ No

This course will be accepted to meet the following General Education requirement:

- | | | |
|------------------------------|---|---|
| _____ 1. ENGLISH COMPOSITION | _____ 4. WESTERN CIVILIZATION | _____ 8. HUMAN VALUES |
| _____ a. C1 | _____ 5. NON-WESTERN CIVILIZATION | _____ a. HL |
| _____ b. C2 | _____ 6. FINE ARTS | _____ b. HP |
| _____ 2. SPEECH | _____ 7. CULTURAL DIVERSITY & SOCIAL FORCES | _____ 9. FUNDAMENTAL CONCEPTS IN SCIENCE (FS) |
| _____ 3. MATHEMATICS | | _____ 10. SCIENCE & TECHNOLOGY IN THE CONTEMPORARY WORLD (TS) |

This course will be accepted in lieu of _____ at Bradley University.

Approval by advisor or Dept. Chair of student's major _____ Date _____

L.A.S. Associate Dean approval _____ Date _____
BR 226