

To request permission to take a course at another institution, outside the U.S.

1.

Students desiring to enroll in another post-secondary institution with the intent of applying credits earned to a Buena Vista University degree program must secure written approval in advance of taking the course. Prior to the final 30 hours (senior year), the student's academic advisor and school dean or Center director must approve the request to transfer courses from another institution back into Buena Vista University. The dean of faculty must approve such transfer requests during the final 30 hours. Requests to take courses at other institutions will not be accepted when they are taken for the following purposes: failed BVU courses and/or BVU courses repeated in order to obtain higher grades. No more than 12 semesters hours may be taken from another institution during a summer and no more than a total of 24 hours (summer coursework) may be used toward graduation. Juniors and seniors may not transfer two-year college credit into BVU, with one exception – required courses not offered at the Buena Vista University site of enrollment. Independent and directed studies generally are taken at the site at which the student is affiliated.

Name (print)	First	Middle	Last	Date
Student ID#	Class		Box #	Daytime Phone Number
Major(s)	Minor(s) or Concentration(s)		Secondary Certification	

I wish to take this course during the year of _____ and semester or term indicated below:

 Semester: Fall Interim Spring Summer Pre-Session Summer 1 Summer 2

Country: _____

2. The Study Abroad Director will assist you in answering the following question:

 Total credit hours requesting: _____ Register through BVU only: Yes No

 Register through BVU, but drop when transcript arrives: Yes No Transfer credit only: Yes No

Transfer from where: _____

What courses do you plan to take, and toward what BVU requirements do you wish to apply them:

4. The following signatures are required:

1. Student	Recommendation <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2. Advisor		_____
3. Dr. Scott Richey (If applicable, if wishing credit in Spanish department)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4. Study Abroad Director		_____

Comments:

Return this form to the Registrar's Office

BVU, Office of the Registrar, 610 W. Fourth Street, Box 2009, Storm Lake, IA 50588

<http://www.bvu.edu/departments/academicaffairs/registrar/> • 712.749.2233 • Fax: 712.749.1466