

Name _____ ID# _____ Email _____

Class Year _____ College (circle one): A&S ENGR MGMT Date _____

School _____ Location _____

Session Dates (include month, day year) _____ Courses may NOT be taken during the fall or spring semesters.

Dept.	Course No.	Title	Credits (sem/qt.hr)	BU Equiv/Level (Assigned by Chair)	Learning Goal (Assigned by Chair)	LBSC (Lab) or CCFL (Assigned by Chair)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Department Chair(s) _____ Date _____

Adviser _____ Date _____

Transfer Records Coordinator (Registrar's Office) _____ Date _____

(Return form to Registrar's Office for this signature after obtaining all other approvals.)

****CCC Director approval required for Tools for Critical Engagement (CCQR, DUSC, EVCN, GBCC). Approval is obtained via www.bucknell.edu/ccctransfer.**

Conditions _____

Academic Dean _____ Date _____

(only required for courses taken while not a continuing Bucknell student, i.e. LOA, or if seeking to take more than 2 courses)

Please read and acknowledge the following important notes:

1. The maximum credit transferable is two courses per summer. Dean's approval is required for more than two.
2. Grades for courses taken off campus are not transferred or included in the student's Bucknell grade point average.
3. A grade of "C" or better is required for transfer of credit. A grade of "C-" or below will not be accepted for credit.
4. For schools on a semester hour system, 4 semester hours are equivalent to 1.0 Bucknell course credit. For schools on a quarter credit system, 6 quarter hours are equivalent to 1.0 Bucknell course credit.
5. Permission to study off campus does not release you from taking your Bucknell final exams at their regularly scheduled times.
6. Students must be in good academic standing in terms of cumulative grade point average at the end of the current term for approval to be valid.
7. It is the student's responsibility to confirm that the off campus institution is accredited by one of the Department of Education accrediting agencies.
8. As with all coursework, courses taken online at accredited universities will be considered for transfer credit at the discretion of the department chair. Online courses with session dates during the fall or spring semesters may NOT be transferred.
9. After completion of course, an official transcript must be sent directly to Bucknell University, Office of the Registrar, 1 Dent Drive, Lewisburg, PA 17837 or registrar@bucknell.edu.

I have read and understand the information above. Signed: _____