

**THE COLLEGE OF LIBERAL ARTS AND SCIENCES
BUTLER UNIVERSITY**

INSTRUCTIONS FOR ENROLLMENT AT ANOTHER COLLEGE OR UNIVERSITY

The following procedures have been established to enable Butler students to take summer and/or other classes at another school that will be applied toward a Butler degree:

1. Course selections and schools must be approved in advance if the student wishes to ensure that credits will be accepted at Butler. The student should obtain a description of the course from the bulletin or website of the school he plans to attend. Course descriptions taken from the university's website must include the website on the printout. He should then fill out a "Request for Approval of Transfer Credit" form (available in the LAS Dean's Office in Jordan Hall 237) in consultation with his advisor. For each course, the completed form, together with a copy of the course description, should then be taken to the department head of the department that offers the course at Butler. The department head will review the course description and initial approval if the course is acceptable for transfer to Butler.
2. The student must then bring the completed form to the LAS Dean's office for further approval.
3. The student must ask the Registrar at the school of enrollment to send an official transcript to the Office of Registration and Records at Butler University upon completion of the course(s).
4. Butler will grant transfer credit only for courses passed with a grade of "C-" or better. Grades earned elsewhere in no way affect the Butler cumulative grade-point average since only hours, not grades, transfer. Thus, a student's cumulative grade point average is computed only on his/her Butler grades. Transfer courses may not be taken pass/fail.
5. 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.
6. 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.
7. A maximum of six hours of on-line or correspondence courses may be transferred.

NOTE: A student who enrolls in a class elsewhere and who is within the last thirty hours of her undergraduate degree must also submit to the Dean of her college a written request for permission to intrude in her last thirty hours at Butler University.