

**THE COLLEGE OF EDUCATION
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 insure that credits will be accepted at Butler. The student should obtain from the school he/she plans to attend a bulletin or catalog with the description(s) of the course(s) selected. He/she should then fill out a "Request for Approval of Transfer Credit" form (available in the COE Dean's Office) in consultation with his/her advisor. The completed form, together with copies of the course description(s), should then be taken to the department head(s) of the instructor under whom each course would be taught at Butler. The department head(s) will review the course description and initial approval if the course is acceptable for transfer to Butler.
2. The student will then bring the completed form to the COE Dean's office for approval.
3. The student must request 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). Address: 4600 Sunset Ave., Indianapolis, IN, 46208
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.
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.

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