

**REQUEST FOR EVALUATION OF TRANSFER CREDIT  
AS SUBSTITUTION FOR A PREPROFESSIONAL OR PROFESSIONAL COURSE**

Student Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**GUIDELINES FOR COURSE APPROVALS:** In general, all courses in the College's curricula fall into one of the following two categories:

(1) Courses which are part of the Butler University Core Curriculum. Forms for approval of transfer credit as substitution for core courses are available from the Provost's Office, Jordan Hall 109, or online at <http://www.butler.edu/registrar/classes/transfer-credit>. These substitutions must be approved by the Core Administrator.

(2) Courses which are either preprofessional or professional coursework. Students seeking approval of transfer credit as substitution for preprofessional or professional coursework should complete this form and return it to the Academic Affairs Office (PB107). The Associate Dean for Academic Affairs, in consultation with the Academic Affairs Committee and the instructor(s) of the relevant course, as necessary, will review these requests to determine if the coursework in question enables the student to proceed successfully to curricular completion.

Butler University course for which substitution is requested:

Course Number: \_\_\_\_\_.

Course Name: \_\_\_\_\_.

Course taken/to be taken at another school:

School: \_\_\_\_\_.

Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_.

Course Name: \_\_\_\_\_.

Instructor: \_\_\_\_\_ Grade Received: \_\_\_\_\_.

Textbook Used: \_\_\_\_\_.

Is this an on-line course?     YES     NO

**To facilitate evaluation of this request, please attach ALL materials that will permit a meaningful comparison to the course for which substitution is being requested. These should include a copy of the course syllabus, whenever possible, and may also include descriptions of the course from school catalogs, copies of transcripts, copies of the table of contents from textbooks utilized, etc.**

**STUDENT REQUEST FOR APPROVAL OF TRANSFER CREDIT**

Describe below the rationale for requesting this substitution. This section must be completed by the student. If not completed, the request will not be considered by the Associate Dean.

I request that the course described, taken previously/to be taken, be substituted in the curriculum for the course named. I understand the course coordinator of the course may require me to complete a placement examination before considering this request. I further understand that acceptance of this request will approve transfer of the course to my Butler University transcript and will fulfill the course requirement in the program. However, in cases of unequal course credit hours, I understand that this course substitution does not reduce the total number of hours necessary for completion of my degree program.

\_\_\_\_\_ Date \_\_\_\_\_  
Student's signature

#### APPROVAL OR DISAPPROVAL OF SUBSTITUTION REQUEST

The requested course substitution is hereby:

\_\_\_\_\_ APPROVED  
\_\_\_\_\_ DISAPPROVED

This decision is based upon:

\_\_\_\_\_ information supplied by the student with this request.  
\_\_\_\_\_ results of a placement test covering the course content.  
\_\_\_\_\_ recommendation of the course instructor or coordinator

\_\_\_\_\_ Date \_\_\_\_\_  
Associate Dean

This completed form must be on file in the student's folder in the Academic Affairs Office (PB107). Copies are sent to the student and the student's academic advisor.