

# BUTLER UNIVERSITY

## Request for Permission to Transfer Credits in the Last 30 Hours

Please submit this form to your College Dean's Office  
(locations listed below)

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**ID Number** \_\_\_\_\_ **Advisor** \_\_\_\_\_

**Primary Major** \_\_\_\_\_

- LSB       CCOM       LAS       JCA       COE       COPHS  
HB120      FB218      JH237      LH138      JH180      PB107

**I wish to transfer credits in my last 30 hours at Butler University by taking:**

Name of Institution	Semester and Year	Course Title and Number	Credits	Butler Requirement

Briefly, the reason the course(s) are not being taken at Butler University:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Signature** \_\_\_\_\_

*By signing this form, you acknowledge that you have discussed this substitution with your advisor.*

Permission to transfer credits in the last 30 hours by transferring in the above named course(s) is granted.

\_\_\_\_\_

Dean's Signature

\_\_\_\_\_

Date

**NOTES:**

The Dean's office will send the approved request form to Registration and Records where an electronic version will be kept, and made available to the student's advisor.

You must submit separately a "Request for Permission to Transfer Undergraduate Credits" form to ensure your courses will transfer.