



**PLEASE READ BEFORE SIGNING**

**I. TRANSFER POLICIES**

- A. All courses taken elsewhere must be approved on this form prior to enrolling.
- B. A grade of C or better must be earned at a regionally accredited college or university for a course to receive transfer credit. Credit for a course in which a P, S or Credit grade has been earned will only be granted if documentation stating that the work in the course was at least the C grade level is sent directly to Berea College from the registrar of the school or from the instructor of the course.
- C. Eight (8) of the last eleven (11) courses required for completion of the degree must be earned in residence at Berea College. Exceptions can be approved by the Student Admission and Academic Standing Committee.
- D. Credit is transferred only on the basis of an official transcript mailed directly to: Office of the Registrar CPO 2168 Berea, Kentucky 40404. It is the student's responsibility to request this document from the Registrar where the work was taken.
- E. Only credit is transferred to Berea; not grades. Transfer credit is not used in computing the GPA at Berea College and higher grades will not replace lower grades on the Berea Transcript. (See below)
- F. **Credit cannot be given for any course that is the equivalent of a course previously completed at Berea College.**

**II. TRANSFER CREDITS**

Berea assigns the same amount of credit that the original institution assigns. Berea courses are equal to 4 semester hours (sh) or 6 quarter hours (qh). For a course to meet a Berea requirement, it must be equivalent in content to the corresponding course at Berea College and equal 3 sh or 4.5 qh or equivalents for fractional courses, e.g. 1 sh or 2 qh for PED 2\_\_ or 2 sh or 3 qh for PEH 100.

**III. SIGNATURES**

This form is not official until it contains all required signatures.

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*I certify that I have read the policies outlined above. Further, I understand that any courses taken while abroad not represented on this form will not meet Berea College requirements unless I provide the Academic Records Assistant with departmental approval prior to evaluation of my transcript.*

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*I approve the taking of the courses listed.*

ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**Submit completed form to the Office of the Registrar, First Floor, Lincoln Hall or CPO 2168. You will be notified if the application cannot be approved because of a policy violation.**

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
**(Registrar or Associate Registrar)**