



# APPLICATION FOR TRANSFER OF CREDIT

Office of the Registrar  
Lincoln Hall, First Floor  
CPO 2168  
Berea, KY 40404  
859-985-3185  
859-985-3918 (fax)  
Registrar@berea.edu

This form should be completed and approved before enrolling in courses at another college/university. Please read the policy on transfer of credits on the last page of this form BEFORE signing. If you are taking courses at more than one institution, please complete a form for each school. Completed forms with all required signatures should be submitted to the Office of the Registrar.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
College from which credit will be transferred \_\_\_\_\_  
Address of College \_\_\_\_\_  
Session (circle one)    Fall    Spring    Summer

**COURSE 1:** Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Is this course for elective or equivalent credit? \_\_\_\_\_  
If equivalent, please list Berea course. Department chair approval required.  
Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Department chair signature \_\_\_\_\_  
List perspective credit requested (if any) \_\_\_\_\_  
(Please attach a course description)

**COURSE 2:** Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Is this course for elective or equivalent credit? \_\_\_\_\_  
If equivalent, please list Berea course. Department chair approval required.  
Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Department chair signature \_\_\_\_\_  
List perspective credit requested (if any) \_\_\_\_\_  
(Please attach a course description)

**COURSE 3:** Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Is this course for elective or equivalent credit? \_\_\_\_\_

If equivalent, please list Berea course. Department chair approval required.

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Department chair signature \_\_\_\_\_

List perspective credit request (if any) \_\_\_\_\_

(Please attach a course description)

**COURSE 4:** Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Is this course for elective or equivalent credit? \_\_\_\_\_

If equivalent, please list Berea course. Department chair approval required.

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Department chair signature \_\_\_\_\_

List perspective credit (if any) \_\_\_\_\_

(Please attach a course description)

**COURSE 5:** Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Is this course for elective or equivalent credit? \_\_\_\_\_

If equivalent, please list Berea course. Department chair approval required.

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Department chair signature \_\_\_\_\_

List perspective credit (if any) \_\_\_\_\_

(Please attach a course description)

**COURSE 6:** Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Is this course for elective or equivalent credit? \_\_\_\_\_

If equivalent, please list Berea course. Department chair approval required.

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Department chair signature \_\_\_\_\_

List perspective credit (if any) \_\_\_\_\_

(Please attach a course description)

**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 is sent directly to Berea College from the registrar of the school stating that the work in the course was at least C grade level.
- 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 college/university where credit was earned. Electronic copies of transcripts sent directly to the Office of the Registrar email account are also acceptable.
- 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.
- 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. See conversion chart below:

**Semester hours vs. Berea credit**

- 4 hours = 1 credit
- 3 hours = .75 credit
- 2 hours = .5 credit
- 1 hour = .25 credit

**Quarter hours vs. Berea credit**

- 6 hours = 1 credit
- 5 hours = .83 credit
- 4 hours = .6 credit
- 3 hours = .5 credit
- 2 hours = .3 credit
- 1 hour = .16 credit

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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 Office of the Registrar 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 \_\_\_\_\_

ASSOCIATE REGISTRAR’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_