



Belize Bible College

APPROVAL OF TRANSFER COURSES

This form is to be used for approval of any courses that a regularly-enrolled student or student on leave wishes to take at another college/university. **The form should be filled out before a course is taken.** Otherwise, the student risks the possibility of future difficulties with meeting program requirements.

An official transcript of credit must be sent to the Office within 15 days of the end of the semester at the institution where the course is completed. Complete three copies of this form.

STEP 1: To be completed by student:

STUDENT NAME: _____ ID# _____

ACADEMIC PROGRAM: _____

Courses will be taken at _____

Name of College/University

COURSE NUMBER	COURSE TITLE	HOURS	SEM
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON: _____

STEP 2: To be completed by Academic Advisor: (Academic Approval)

I hereby certify and approve that the courses indicated above, totaling ____ credit hours and assuming a required grade, will be transferable to the College and will fulfill the following requirement(s):

Note: Those courses approved for credit must be completed with a grade of "C" or better to be transferrable to the College. The course/courses will be included on official transcript as transfer course.

 Dean/ Assistant Dean Date Academic Advisor Date

Step 3. Transfer Fee \$30.00/Course = Total \$ _____
 Paid _____ Applied to Student Account \$ _____

1 Copy to student, 1 copy to Office, 1 copy to Dean