

**BELHAVEN UNIVERSITY**  
REQUEST TO TAKE A COURSE AT ANOTHER INSTITUTION

Fax 601-968-8832

Student's Name: \_\_\_\_\_ SS# \_\_\_\_\_ Belhaven ID # \_\_\_\_\_

Campus Box No. \_\_\_\_\_; Off-Campus Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: Area Code & Number \_\_\_\_\_; Email Address \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Student's Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Hours being taken at Belhaven while taking courses at another institution: \_\_\_\_\_

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Name of College/University where course is to be taken: \_\_\_\_\_

Address of College/University where course is to be taken: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course Number/Title of course to be taken off campus: Number \_\_\_\_\_ Title \_\_\_\_\_

Belhaven Course Number/Title equivalent to course off campus: Number \_\_\_\_\_ Title \_\_\_\_\_

Course to be taken: (See guidelines below.) \_\_\_\_\_ On Campus \_\_\_\_\_ Correspondence \_\_\_\_\_ Online

When course is to be taken: \_\_\_\_\_

Course Number/Title of course to be taken off campus: Number \_\_\_\_\_ Title \_\_\_\_\_

Belhaven Course Number/Title equivalent to course off campus: Number \_\_\_\_\_ Title \_\_\_\_\_

Course to be taken: (See guidelines below.) \_\_\_\_\_ On Campus \_\_\_\_\_ Correspondence \_\_\_\_\_ Online

When course is to be taken: \_\_\_\_\_

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Reason for request to take course at another college/university: \_\_\_\_\_

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(Please sign, indicating that you have read and understand the guidelines listed below for taking courses off campus.)

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

**GUIDELINES FOR TAKING COURSES OFF CAMPUS:**

- \_\_\_\_ 1. Student must be in "good standing" (i.e. a 2.0 Belhaven University GPA) at Belhaven University to take courses elsewhere.
- \_\_\_\_ 2. Once the student has completed 64 semester hours, he/she may **not** transfer any additional junior college credit to Belhaven.
- \_\_\_\_ 3. The student's last 31 hours must be taken at Belhaven University.
- \_\_\_\_ 4. No more than six (6) semester hours can be taken by correspondence. Credit in major courses or general education courses for degrees may not be earned by correspondence.
- \_\_\_\_ 5. Transfer grades must be C or higher. These grades, however, are not included in your quality point ratio or GPA at Belhaven University.
- \_\_\_\_ 6. Courses taken off campus are part of your total course load.
- \_\_\_\_ 7. For acceptance of credit toward a degree, the student **must** request an official transcript from the Registrar of the college or university at which the courses were taken and have it sent to: Office of the Registrar, Belhaven University, 1500 Peachtree St. Jackson, MS 39202- The office of the Registrar at Belhaven University **must** be in receipt of the transcript **before registration for the next term begins** in order to receive credit!
- \_\_\_\_ 8. I understand that I must have earned a minimum of 60 hours at Belhaven University in order to be considered for graduation with honors at Belhaven College.
- \_\_\_\_ 9. After a student begins a degree at Belhaven, generally you may not take any courses off campus in your major.
- \_\_\_\_ 10. For Study Abroad Courses, see the Registrar.
- \_\_\_\_ 11. Students needing Financial Aid should contact the Office of Student Financial Planning to obtain a consortium agreement before enrolling in a course.

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**Required Signatures:**

Student's Advisor: \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Registrar: \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

## Instructions for Processing

- Student submits form to Student Services for review.
- SS reviews student's academic plan to determine need for course requested
- SS submits request to registrar's office for review and approval/denial
- Registrar's office contact SS with approval or denial of request
- Registrar's office maintains copy of request in student scan file
- SS contacts student with approval/denial decision
- Once course has been completed student orders transcript to be sent to registrar's office