

BELHAVEN COLLEGE

Fax 601-968-8832

REQUEST TO TAKE A COURSE AT ANOTHER INSTITUTION

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: _____

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: _____

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

(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 College GPA) at Belhaven College 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 College.
- ____ 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 College.
- ____ 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 College, 1500 Peachtree St. Jackson, MS 39202-1789. The office of the Registrar at Belhaven College **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 College 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.

Required Signatures:

Student's Advisor: _____ Date _____ Approved _____ Denied _____

Registrar: _____ Date _____ Approved _____ Denied _____