

Pre-Enrollment Transfer Credit Request

The Pre-Enrollment Transfer Credit Request is for students who would like to have transfer credit evaluated for their certificate program. **Transfer credit can be awarded for one (1) prior college-level academic course.** Transfer credit will be assessed after all of the following documents are received:

1. A completed Pre-Enrollment Transfer Credit Request Form.
2. An official transcript from each institution sent directly from the school to the Continuing Education in the Registrar's Office at the BAC.
3. Copies of catalog course descriptions from the year the student took the class. Most college Registrar Offices can provide these upon request.

Note for Design Courses: Samples of professional work through a portfolio or demonstration of student competence through coursework may be submitted.

STUDENT INFORMATION

Name: _____ BAC ID# _____

Address: _____

Phone: _____ Email: _____

Certificate Program: _____

TRANSFER CREDIT COURSE INFORMATION

Complete the information below indicating the course you would like to transfer. Use a separate request form for each school you are transferring credits from. List a course in which you received a grade of 'C' or better.

Course Code: _____ Course Title: _____

Credits: _____ Grade: _____ Requirement to Fill: _____

Student signature: _____ Date: _____

APPROVAL

By signing below, I verify that this student has been granted transfer credit for the course listed above.

Signature: _____ Date: _____

Dean of School or Program Director

Office Use Only:

Rec. Date:	Reg Signature:
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