

BLUEFIELD COLLEGE TRANSIENT/COURSE APPROVAL FORM

Bluefield College, Attn: BCCentral

3000 College Avenue Bluefield, VA 24605

Please return by e-mail to bccentral@bluefield.edu or by fax to 276-326-4356 or
mail to above address**ALLOW FOR 48 HOUR PROCESSING**

Student Name: _____

Student Id: _____

Address: _____ Phone #: _____

Degree Completion Group # (if applicable): _____ Return Fax # _____

_____ The above named student, who is in good standing at Bluefield College, is hereby authorized to enroll at your institution for the course(s) during the period specified below. To receive transfer credit for this work, the student must arrange for a transcript to be forwarded directly from your institution to the Registrar at Bluefield College immediately after completion of the course(s).

_____ The above named student, who is not currently enrolled at Bluefield College, is hereby authorized to enroll at your institution for the course(s) during the period specified below. To receive transfer credit for this work, the student must arrange for a transcript to be forwarded directly from your institution to the Registrar at Bluefield College immediately after completion of the course(s).

We appreciate your permitting this student to enroll under this authorization. **The student must earn a grade of A, B, C, or D.** The student understands that the grades earned and transferred to Bluefield College will be entered on his/her record and accepted toward fulfilling degree requirements. The catalog requirements for transfer work are the same.

A maximum of 68 semester hours of work will be accepted from a two-year regionally accredited institution toward a four-year degree at Bluefield College.

Students may check with the Registrar to see if the course(s) listed below may substitute for previous elective credit transferred from a community college so as not to exceed 68 hour limit.

College or University: _____

Address: _____

Catalog Number	Title of Course	Beginning/Ending Date of Course	Credit Hours	BC Course Equivalency	BC Requirement	Approved/ Not Approved

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Course Dept Chair Signature: _____

Date: _____

Registrar Signature: _____

Date: _____

Students enrolled for over 18 hours in any semester, must have approval from the Registrar before enrolling in course(s).

Approval of Registrar: _____
(Signature of Registrar)

Office use only: CC to FA: _____

For Education major students, CC to Education Department: _____