**Outside Institution Study Request**

Request to take courses/examinations at an institution other than Missouri Baptist University to apply toward a degree at Missouri Baptist University.

*This form must be completed prior to enrollment/attendance for outside institutional courses/examinations.*

I, ________________________________, ____________________, request permission to take courses(s) or exam(s) during __________________________ at _______.

Name and Address of Institution

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Reason for Request

My advisor and I understand the following:

- **YES □ NO □** The course must carry college-level credit from an accredited college or university.
- **YES □ NO □** The course must be completed with a grade of a C or better if it is a course being taken as a part of my major.
- **YES □ NO □** A maximum of 70 credit hours may be accepted from a community college or other lower-level program of study to be counted toward a degree at MBU.
- **YES □ NO □** This transfer of credit may not be counted as part of the "last 24 out of 30 hour" residency requirement for degree completion at MBU.
- **YES □ NO □** An official transcript must be sent to MBU upon completion.

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Student Signature ______________________  Date __________

Advisor Signature ______________________  Date __________

Course Name __________________________  Course Number __________  Credit Hours __________

Course Name __________________________  Course Number __________  Credit Hours __________

Course Name __________________________  Course Number __________  Credit Hours __________

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Director of Records Signature ______________________

MBU Equivalency __________________________