



CONCURRENT ENROLLMENT REQUEST FORM

Graduating Students CANNOT take classes at another institution during their FINAL (graduating) semester.

Student's First & Last Name: _____ Date: _____

Student ID: _____ Expected Graduation Semester: _____

Course Prefix & Number	Credit Hours	Course Title	Institution (no abbreviations)	ABU Equivalent Prefix & Number	ABU Equivalent Title	Date's of Term

The transfer of credit is completed at the time of enrollment at ABU. Any later transfer of credit requires the approval of the Vice President of Academic Affairs. Courses offered at ABU must be taken at ABU for credit toward ABU degrees and program requirements.

A student may not transfer in the repeat of a course to replace an ABU grade. Approvals for concurrent enrollment are granted most commonly for courses and programs that ABU is unable to offer.

ABU retains the authority to determine the transfer of course credit even in cases of a student being approved for concurrent enrollment. Concurrently enrolled students are advised to work closely with the Office of Academic Affairs.

Advisor's Signature: _____ Date: _____

I understand that **official transcript(s)** from other institutions will be required in order for credits to be placed in the ABU transcript. It is the student's responsibility to request that **official transcript(s) with posted final grade(s) be sent to ABU's Office of the Registrar within two weeks of completion of the class(es)**. The student is responsible for any fees applicable to the other institution for the transcript.

I (the student) understand that the failure to provide the official transcript(s) with final grade(s) within the two-week period will result in the refusal of the ABU to accept the official transcript(s) for credit.

Student's Signature: _____ Date: _____

Registrar's Signature: _____ Date: _____

Vice President of Academic Affairs's Signature: _____ Date: _____