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|  **COURSE AWAY REQUEST FORM**  |
|  **Submission Process:** 1. Complete all required (\*) sections of Course Away Request Form, including **course descriptions for each class** in the applicable box
2. **IMPORTANT: save Course Away Request Form to your computer as LAST NAME, FIRST NAME TERM (i.e. Smith, Joe Winter 2020) before submitting**
3. Obtain course syllabus for any course from a business department or NASC course; **update syllabus file name to LAST NAME, FIRST NAME, COURSE #r**
4. Email the completed Course Away Request Form and applicable syllabi, **as** [**attachments**](Course%20Away%20Request%20Form-%20effective%20summer%202020.docx), to GA\_CourseAway@bentley.edu

*Note: this form should only include courses that have not already been submitted/reviewed for the term indicated below.* |
| **Last Name\*** | **First Name\*** | **Bentley ID number\*** | **Class Year** |
| **Email Address\*** | **Permanent/Home Address (Street, City, State, Zip)\*** |
| **Maximum Total # Credits Away1:\*** | **Maximum Total # Courses Away1:\***  | **# Courses Away Completed:\***  | **Term Course(s) to be Taken2** (ex. Winter 2020)**:\***  | **# Courses Away to be Taken for this Term:\***  |
| **Course Away Institution & Location\*** | **Course Dept & #\***Ex: HIST 101 | **Course Name\***Ex: World History | **# Semester Credits\*** Ex: 3 cr. | **Bentley** **Equivalent\***Ex: HI 200 |  **Office Use Only:** **Course Approved3 or Denied*****If Approved, Bentley Equivalent*** |
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1 Once enrolled at Bentley, students can transfer in (through Course Away) up to 10% of their Bentley program from other institutions. Students must complete a minimum of 60 credits (20 courses) at Bentley to meet graduation requirements. How to calculate 10% of your Bentley program is available at <https://www.bentley.edu/offices/academic-services/course-away>. You are responsible for adhering to the Course Away credit maximum.

2Course away start and end dates must be within Bentley’s intersession period.

3Any approvals are for the course in question, not your eligibility to take the course. See footnote 1 above.

**Copy & paste course descriptions for each class here:\***





***I understand the Course Away policies and procedures (listed above and on following page) and accept responsibility for adhering to these guidelines.\****

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***Student Signature*\* *Date*\***



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| **Office Use Only:** |
| Comments |
| Reviewed By | Date |



**If you have any additional questions about Course Away, please contact Undergraduate Academic Services: Jennison 336 781.891.2803 Academic\_Services@bentley.edu**