



# LIBERAL STUDIES ELECTIVES PRE-APPROVAL

**BCIT Liberal Studies**  
3700 Willingdon Avenue  
SW2-244  
Burnaby, BC V5G 3H2

This form is for pre-approval of liberal studies courses to be taken in the future at other post-secondary institutions. Please complete and return this form to: Liberal Studies department, SW2- 244.

Name	Program
Student Number	Email*

\* You will receive an email confirming your course selection(s).

### IMPORTANT:

It is strongly recommended to have read the Liberal Studies criteria thoroughly. It is the student's responsibility to have courses pre-approved by the Liberal Studies department prior to registration. Students who proceed without approval may find that a particular course does not meet the Liberal Studies criteria and transfer credit may not be granted.

Name of Institution	
Course Name & Number	Year or Term to be Completed
If approved, number of BCIT credits: If denied, reason: To be completed by the Liberal Studies department	<b>LIBS OFFICE RECOMMENDATION</b> To be completed by the Liberal Studies department <input type="radio"/> Approved <input type="radio"/> Denied

Name of Institution	
Course Name & Number	Year or Term to be Completed
If approved, number of BCIT credits: If denied, reason: To be completed by the Liberal Studies department	<b>LIBS OFFICE RECOMMENDATION</b> To be completed by the Liberal Studies department <input type="radio"/> Approved <input type="radio"/> Denied

Name of Institution	
Course Name & Number	Year or Term to be Completed
If approved, number of BCIT credits: If denied, reason: To be completed by the Liberal Studies department	<b>LIBS OFFICE RECOMMENDATION</b> To be completed by the Liberal Studies department <input type="radio"/> Approved <input type="radio"/> Denied

Additional Requests? Please attach a list of any other courses you would like assessed following the outline above.

To receive transfer credit upon completing your courses, you must submit the following to Student Records:

- ✓ Completed **Course Credit/Exemption form**
- ✓ Official Transcript
- ✓ Liberal Studies Elective Approval Form

Before submission please ensure:  Detailed course outlines are attached  Contact information is complete

Date Reviewed by Liberal Studies department	Signature of Liberal Studies Program Head
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