Request for Approval of Transfer Credit
Return completed form to Office of the Registrar

Name: _____   ID #: _____

Major: _____   Classification: _____

College/University where course(s) will be taken: _____

The course(s) will be taken during _____ Semester, _____ (year).

Transfer Course Title			
Dept & Number		Semester Hours	
Course taken to meet this requirement:			
(Office use only) Approved/Declined	*If course is to be used for a major requirement, an approval signature from major department chair is needed: _____*		

Transfer Course Title			
Dept & Number		Semester Hours	
Course taken to meet this requirement:			
(Office use only) Approved/Declined	*If course is to be used for a major requirement, an approval signature from major department chair is needed: _____*		

Transfer Course Title			
Dept & Number		Semester Hours	
Course taken to meet this requirement:			
(Office use only) Approved/Declined	*If course is to be used for a major requirement, an approval signature from major department chair is needed: _____*		

All transfer work must be taken at an accredited college/university, be worth at least three semester hours, be comparable to a course offered at Hendrix, receive a letter grade of C or better (pass/fail will not be accepted), and cannot be a repeat of a class for which the student has already received credit. Note that the courses from other institutions with different titles from Hendrix courses may be considered as the same course for transfer purposes. Transfer credits should always be approved by the Registrar's office prior to a student registering for the transfer course to make sure that it is a course that is accepted for transfer credit provided it meets the aforementioned criteria.

_____   _____
Advisor's Signature   Date

_____   _____
Registrar's Signature   Date

Updated 6/10/2019