



Office of the Registrar
Request for Approval of Transfer Credit

Name: _____ ID #: _____

Major: _____ Classification: _____

Permission is requested to transfer credit for the following courses to be taken at:

_____ College/University.

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

Transfer Course Title			
Dept & Number		Semester Hours	
Proposed to meet this requirement			
<i>(Office use only)</i> Approved/Declined			

Transfer Course Title			
Dept & Number		Semester Hours	
Proposed to meet this requirement			
<i>(Office use only)</i> Approved/Declined			

Transfer Course Title			
Dept & Number		Semester Hours	
Proposed to meet this requirement			
<i>(Office use only)</i> Approved/Declined			

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