TRANSFER COURSE APPROVAL FORM
for matriculated students
When signed by the Registrar of Hampden-Sydney College, a copy of this form
will serve in lieu of a formal letter of permission.

To be completed by student:

Student name ___________________________ Student ID # __________

Visiting school ____________________________________________________

Course title ___________________________________ Course number __________

Credits __________ Term course will be taken (i.e. Summer 2016) ________________

☐ This is course will be taught in a traditional classroom manner.

☐ This course will be taught online.

Attach a brief course description and syllabus if required by the department.

Attach course syllabus.

I understand that matriculated H-SC students may receive transfer credit for approved college courses taken through another college or university if they earn a grade of C or higher. The grade and hours earned are entered on the student’s Hampden-Sydney College transcript, but no quality points are given and the grade-point average is unaffected. It is my responsibility to request an official transcript be sent to the Hampden-Sydney College Registrar's Office upon completion of this course work.

Student signature: ____________________________________________

To be completed by the Academic Advisor:

Advisor (print name) ____________________________________________

Advisor approval ___________________________ Date ________________

(signature)

To be completed by Department Chair:

Department Chair (print name) _________________________________

This course is approved for transfer to Hampden-Sydney College as:

Course number ___________________________ Credit hours _____________

Department Chair approval ___________________________ Date ________________

(signature)

To be completed by Registrar:

Registrar approval ___________________________ Date ___________________

Dawn Congleton, Registrar