

TRANSFER COURSE APPROVAL FORM

for matriculated students

When signed by the Hampden-Sydney College Registrar, 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 2023) _____

This is course will be taught in a traditional classroom manner.
Provide a course description and syllabus if required by the department.

This course will be taught online.
Provide a course description and syllabus if required by the department.

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 Academic Advisor (Provide a copy of unofficial transcript for Advisor to review):

Advisor (printed 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 _____
Whitney A. Merinar, Registrar