



HOOD COLLEGE

DIVISION OF ACADEMIC AFFAIRS
Office of the Registrar

TRANSFER COURSE PERMISSION FORM

Complete and submit this form to the Registrar's Office **before** taking courses at a college other than Hood.

NAME: _____ ID#: _____ DATE: _____

MAJOR: _____ Expected Grad Date: _____

I am requesting permission to take courses at: _____ (Name of college or university)

during the following year/term: 20____ ☐ Fall ☐ Spring ☐ Winter (Max 6 credits) ☐ Summer (Max 12 overall)

Course Dates (1) Begin: _____ End: _____ # of Weeks: _____ Number of Credits: _____

Course Dates (2) Begin: _____ End: _____ # of Weeks: _____ Number of Credits: _____

Will these credits be taken during your **last** two semesters at Hood? _____

Will you be taking any credits at Hood during the same time period or semester? If so, how many? _____

Total transfer credits earned to date _____ Total credits earned to date _____

You can find Hood equivalent courses in Self Service under the Planning tab and your total credits on your unofficial transcript.

Course # (ex. PSY 101)	Course Title	Course Dates 1 or 2	# of Credits	Hood Equivalent (ex. PSY 101)	Elective, Core, or Major requirement	Department chair signature (only for major requirement)

Reason for Request: _____

Advisor Approval: _____ DATE: _____

Student Signature: _____ DATE: _____

RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE

FINAL APPROVAL FROM THE REGISTRAR IS REQUIRED **BEFORE** YOU REGISTER FOR THE COURSE.

_____ **APPROVED** Credit(s) is added to the Hood record if a grade of "C-" or above is received. An official transcript must be sent to the Office of the Registrar upon completion of the course(s). No credit will be awarded for repeated courses.

_____ **NOT APPROVED** Reason: _____

Registrar

Date

_____ Eligible for Exchange Program - CCC / HCC – Sem/Yr _____. _____ Registrar

STUDENT SIGNATURE - Required to release transcript to Hood College upon course completion.

STUDENT - Present this form at registration for exchange program