

Hood College

Graduate Transfer Course and Prior Learning Credit Request

Students may transfer a maximum of 6 graduate credits from an external, accredited institution, another Hood graduate program prior to the first semester of study in the current program, or an approved prior learning experience. Under special circumstances, transfer credit may be approved while enrolled at Hood. Students in the M.S. in Counseling program may transfer up to 9 graduate credits external to Hood. Those in the DOL or DBA programs may transfer up to 8 credits of post-master's or doctoral-level work. Be sure to review the full graduate transfer credit and prior learning policies in the college catalog. For any coursework taken, a minimum grade of "B" is required to be eligible for transfer; for prior learning, confirmation of completion equivalence is required. **Course syllabi/descriptions/proof of experience completion for requested transfer work or prior learning experiences must accompany this form.**

Name: _____

Student ID #: _____

Graduate Program: _____

Email: _____

Course(s)/Experiences completed for transfer prior to program start:

Transferring Institution (Hood or external)	Course Number (if applicable)	Term/Year Completed	Credits	Hood Equivalent/Elective

Course(s)/Experiences to be completed for transfer after enrollment (upon completion of coursework, official transcript/proof of experience completion must be submitted to Registrar for awarding of credit):

Transferring Institution	Course Number (if applicable)	Term/Year	Semester Begin & End Dates	Credits	Hood Equivalent/Elective

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

The graduate school dean's signature is only required when special exceptions are made to allow for more than six (6) credits to transfer (or 9-credit allowance for Counseling and 8 credits for the DOL/DBA).

Dean Signature: _____

Date: _____

For office use only

Registrar Signature/Date Entered in Record