

## Hood College Graduate Transfer Course Permission Request

Students may transfer a maximum of 6 graduate credits from an external, accredited institution, or another Hood graduate program prior to the first semester of study in the current program. Students in the M.S. in Counseling and the M.F.A. in Ceramic Arts programs may transfer up to 9 graduate credits external to Hood. **Course syllabi or descriptions for requested transfer work must accompany this form.** Review the full graduate transfer credit policy in the College catalog.

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Email: \_\_\_\_\_

**Course(s) already completed for transfer (external official transcript must be received prior to approval):**

| Transferring Institution<br>(Hood or external) | Course Number | Term/Year<br>Completed | Credits | Hood Equivalent/Elective |
|--|---------------|------------------------|---------|--------------------------|
|  |               |                        |         |                          |
|  |               |                        |         |                          |
|  |               |                        |         |                          |
|  |               |                        |         |                          |

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

| Transferring Institution | Course Number | Term/Year | Semester Begin<br>& 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 to the transfer policy are made to allow for more than six (6) credits to transfer (or 9-credit allowance for Counseling and MFA Ceramic Arts).*

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For office use only**

\_\_\_\_\_  
Registrar Signature/Date Entered in Record