



## *Transfer Credit Pre-Approval Form*

Students matriculated into one of Hartford International University's degree programs must use this form to get pre-approval for courses they plan to take at other accredited institutions. All courses must be at the graduate level and students must receive a "B" or better for the course to be eligible for transfer. Student must request that an official transcript be sent to the Registrar upon completion of the course.

### **To be completed by the student:**

Student's Name\_\_\_\_\_

Degree/Concentration\_\_\_\_\_

Institution Offering Course to be Transferred\_\_\_\_\_

Course Number\_\_\_\_\_

Course Name\_\_\_\_\_

Credits\_\_\_\_\_ Year/Semester\_\_\_\_\_

Area or Degree Requirement to be Fulfilled by Course\_\_\_\_\_

***(Please attach course syllabus/description. Request will not be reviewed without this.)***

### **To be completed by the advisor:**

*I agree that this course fits into this student's program and fulfills area or degree requirements as indicated above:*

Advisor's Signature\_\_\_\_\_ Date\_\_\_\_\_

### **To be completed by the Dean:**

Pre-Approval:      ☐ Granted    ☐ Denied

Dean's Signature\_\_\_\_\_ Date\_\_\_\_\_