



Office of the Registrar

Request for Prior Approval of Transfer Credit for Currently Enrolled/Continuing Students ONLY

Houston Baptist University's Undergraduate Transfer Credit Policy: To receive transfer credit, a grade of C or better must be earned at an accredited institution (Pass/Fail not accepted). The Office of the Registrar must receive an official transcript before credit can be awarded. It is the student's responsibility to request that the transcript be sent to HBU. Students are permitted to be concurrently enrolled in 19 credit hours maximum. Once an undergraduate student has enrolled at HBU, no more than 18 semester hours total will be accepted for transfer credit. Transferred courses are not included in HBU gpa. **Students must send official transcript upon completion of course.**

Student Information									
Last Name, First Name, Middle:					HBU ID: H			Classification	
Street Address			City	State	ZIP	Total hours complete by end of semester:		Advisor's confirmation of hours, initial here: _____	
email:		phone:		Advisor			Major		
University Information									
I plan to attend the following University:					Semester		Year		
City		State		ZIP		How many hours are you requesting to transfer in?:			
Completed by Student- I am requesting to take the following course(s)									
Course information details (from the other university)					Equivalent HBU course			Departmental Approval Process	
Format	Subject Code	Course Number	Course Title	Hours	Subject Code	Course Number	Course Title	Credit	Signatures
									<small>Advisor</small> _____ <small>Date</small> _____ <small>Dean</small> _____ <small>Date</small> _____
									<small>Advisor</small> _____ <small>Date</small> _____ <small>Dean</small> _____ <small>Date</small> _____
									<small>Advisor</small> _____ <small>Date</small> _____ <small>Dean</small> _____ <small>Date</small> _____

Student Signature: _____

Date: _____