



Transfer of Credit Pre-Approval Form

- External credit, approved within this form, is considered transfer credit and may not exceed the limit of transfer credits as outlined in the HCHC catalogues.
- A grade of "C" or higher is required for transfer credit to be awarded.
- Transfer courses are not calculated in GPA and reflect as "T" grades.
- An official transcript must be sent to Hellenic College Holy Cross upon completion of the course(s). Credit will not be awarded without an official transcript.

Required Information

Student Last Name *Student First Name* *Date*

Student Identification Number

Program/Major

I request permission to enroll at the following institution as a non-matriculated (non-degree) seeking student.

Institution: _____

City: _____ State: _____ Zip Code: _____

If outside the U.S., please indicate city/country: _____

Courses(s) will be in the: Fall Winter Spring Summer Year: _____

Reason for course(s) to be taken at the above institution:

Course Number at External Institution	Course Title at External Institution	Credit(s)	HCHC Course Equivalent	Department Chair Approval

Student Signature: _____

Advisor/Department Chair Approval of Transfer Credits

Academic Advisor Name: _____

Academic Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

HCHC Internal Use Only

Registrar's Office Process Date: _____ Initials: _____