

## Pre-Approval of Transfer Credits

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

UMHB Email: \_\_\_\_\_ Degree: \_\_\_\_\_ (BS, BA, BSN, BBA, BSW, etc.)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Estimated Graduation Year and Term: \_\_\_\_\_

If you receive VA Benefits, do you want the course(s) certified for payment?  Yes  No

**I am requesting permission to take courses:**

College/University: \_\_\_\_\_

During the Year and Term: \_\_\_\_\_

Course Number and Title:	Repeat Course? (Y, N)	UMHB Course Number and Title:	Approved: Yes/No (Office Use Only)

- No course with a grade lower than "C" will be accepted in transfer for undergraduate students. No course with a grade lower than "B" will be accepted in transfer for graduate students.
- Re-taking courses at other institutions that were initially taken at UMHB may satisfy degree requirements but the UMHB course grade and resulting impact on grade point average remains unchanged.
- A maximum of 66 semester hours of junior or community college work may be accepted in transfer. Junior or community college hours will transfer to UMHB only as lower-division (freshman - sophomore) credit.
- The purpose of this form is to verify the college/university's accreditation and the course's eligibility for transfer; it is the student's responsibility to confirm the course's applicability to a specific degree plan with his/her academic advisor.
- **Note: Submit an official transcript after each semester!**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*This form can be emailed to [registrar@umhb.edu](mailto:registrar@umhb.edu) or faxed to 254-295-5052\*\***