

Harvey Mudd College Transfer Course Approval Form

Last Name:
First Name:
Student ID:
Host Institution:

Where you will be taking the course(s)?

Calendar Type: Semester Quarter Other: _____

 Term: Fall Spring Winter Summer

 Year:

Student Instructions:	Department Chair/Advisor Instructions:	Who signs?	
1. Fill out the top of form and the "student" section below. 2. Provide course description(s) to the appropriate chair/advisor (see the "Who Signs?" section). 3. Fill out a separate form for each host institution.	1. Please be sure to provide the minimum grade and the type of credit or the HMC equivalent course number. 2. The number of credits transferred will be based on equivalent courses at HMC. If there is no HMC equivalent course, credits listed will be transferred. Please make the adjustment if fewer credits are desired. 3. For schools using a different academic credit system than HMC, credits will be adjusted after receipt of official transcript.	HSA Courses	HSA Advisor
		Major Courses/Electives	Department chair (in the subject of the course) & major advisor
		General electives	Department Chair (in the subject of the course) or HSA Advisor for HSA discipline courses

Must be completed by student:				Must be completed by Department Chair/Advisor:				
Course Number	Course Title	Credits at Host Institution	Delivery Method (Classroom or Online/Hybrid)	HMC Credits	Min. Grade	HMC Equivalent Course (if applicable)	Signatures	
							Dept. Chair (if applicable)	HSA or Major Advisor (if applicable)

Student Signature: _____

 Date: _____

Transfer Credit Policy:
 Students seeking transfer credit for courses taken outside of the Claremont Colleges must obtain permission in writing from the department concerned. For technical courses, the department chair of the discipline of the course must approve the transferability of the course. For courses in HSA disciplines, the student's HSA advisor must approve the transferability of the course. To ensure transferability, permission should be obtained prior to registering for the course. Upon completion of the course(s), the student must request that the Registrar's office at the host college or university send an official transcript directly to the Office of the Registrar at Harvey Mudd College. As a general rule, online courses are not transferable. The student must disclose the course format and method of delivery to the department chair (or HSA advisor) at Harvey Mudd when seeking transfer credit approval. Only C or better work is transferable. However, some departments may set a higher minimum grade for transferability. Approved courses are recorded on the student's Harvey Mudd College transcript and may be counted as fulfilling requirements upon consent of the department chair (or HSA advisor). The Registrar must be notified of any requirements that are satisfied by the transfer work. Credit at Harvey Mudd College for such courses is generally the same as for equivalent courses at Harvey Mudd, except where adjustments must be made by the Registrar to equalize credits (e.g., converting quarter system credits to the semester system). The grade obtained in a course outside of The Claremont Colleges is not counted in determining the student's cumulative grade point average. Students enrolled in an approved study abroad program during the Fall or Spring semester are subject to the Study Abroad credit policy. Courses taken abroad outside of an approved Fall or Spring semester study abroad program are subject to the transfer credit policy.