



Exploring Differences, Deepening Faith

TRANSFER CREDIT PRE-APPROVAL FORM

Students matriculated into one of Hartford Seminary’s degree programs must use this form to get pre-approval for courses they wish 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. If approved, students must request that an official transcript be sent to Hartford Seminary’s Registrar for the transfer of credits to be completed.

To be completed by the student:

Name: _____

Degree/Concentration: _____

Institution Offering Course to be Transferred: _____

Course Name: _____

Credits: _____ Year/Semester: _____

Area of Degree Requirements to be Fulfilled by Course: _____

Please attach a copy of the course syllabus. Forms submitted without a copy of the course syllabus will be returned.

To be completed by the advisor:

I agree that this course fits into this students 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: _____