

Hollins University

Request for Approval of Courses to be Taken at Other Colleges/Universities

Last Name _____ First _____ MI _____ Phone _____

Student ID _____ Class Year _____ Hollins Email _____

Work to be completed at _____
Name of school City and State

Advisor _____ Major _____

You must provide a college catalog or course descriptions before these courses will be approved.

****Effective term for coursework to be completed: SUMMER ____ FALL ____ SPRING ____****

Course Subject	Course Number	Course Title	Format: Online, Hybrid, Classroom?	Credit Hours: Sem or Qtr?	Count in Major*, Minor*, ESP**, or Free Elective?	*Dept Chair signature required if a course is to count in major/minor

I understand the following Hollins University policies regarding transfer credits from other institutions:

1. Course approvals must be secured **prior** to taking the course(s). Courses from another college or university accredited by one of the six regional accrediting agencies of the United States will be considered for transfer, but only work comparable to that at Hollins in level, nature, and field will be accepted. **Courses taken online or in a hybrid format are subject to department approval.**
2. Courses are accepted as free elective credit unless otherwise noted. Written permission from the major or minor department chair is required if off-campus courses are to be counted toward the major or minor. No more than two courses from other institutions may be counted toward the major or minor. Courses taken off-campus may not count toward general education requirements without approval. ****Please note which ESP requirement is being sought.**
3. Semester credit hours will be awarded based on the credit assigned on the other college transcript. Grades must be at least a C (2.0 on a 4.0 scale) to transfer. Courses taken on a pass/fail or audit basis will not transfer to Hollins. Grades will transfer to Hollins as a P (pass) and will not affect the Hollins GPA.
4. No more than 18 semester credits may be counted toward the Hollins degree if taken in summer sessions at other colleges. Students are limited to 12 credits in any one summer.
5. For international programs not affiliated with Hollins, students must earn the credit through a regionally-accredited U.S. college or university, or apply to the Registrar for an exemption.
6. **It is the student's responsibility to see that an official transcript is sent to the Hollins University Registrar's Office at Box 9708, 7916 Williamson Rd, Roanoke, VA 24020.**
7. Should your course selection change for any reason, substituted courses may or may not be transferable unless approved by Hollins officials.

Student's Signature _____ Registrar's Signature _____

Advisor's Signature (Required) _____ Date Signed _____