



UNIVERSITY OF  
**MARY HARDIN-BAYLOR**  
*EDUCATION FOR LIFE... EXPERIENCE OF A LIFETIME*

**Pre-Approval of Transfer Credits**

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

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

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

Estimated Graduation: Fall \_\_\_\_\_ (Year) Spring \_\_\_\_\_ (Year) Summer \_\_\_\_\_ (Year)

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

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**I am requesting permission to take courses at the following college or university:**

\_\_\_\_\_

During the *Fall* \_\_\_\_\_ (Year) *Spring* \_\_\_\_\_ (Year) *Summer* \_\_\_\_\_ (Year) Semester.

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

- Courses taken at other institutions during a period of academic suspension from UMHB may **NOT** be transferred to UMHB.
- 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\*\***