

This form is for undergraduate students enrolled in the School of Communications requesting to register at another college or university. The following guidelines apply:

- Courses may not be repeated at another college or university.
- Students must be in good academic standing (at least a 2.00 cumulative grade point average.)
- Students may transfer a maximum of 12 credits in the major concentration.
- Last 30 credit hours must be taken at Howard University.
 Students with Junior status may only obtain credit from a four-year college or university. Seniors are not permitted to take classes at another school. Students must have the requested courses verified for the equivalency and must obtain the signature of the department Chair or his/her designee in the respective department at Howard University. This form is not valid until returned to the Academic Advisory Center in the School of Communications. Have a description of the class you are interested in taking. Student must be enrolled in one school at a time and the maximum number of summer credits allowed is 7 credits per session.

Date: _____ HU-ID: _____ Classification: _____ Yr. entered SC: _____

Name: _____ Major: _____

E-Mail Address _____ Local Phone _____

Mailing Address:
 Number and Street _____

City, State and Zip _____ Phone _____

College and/or University _____ Accredited? Yes ___ No ___

City and State _____

Visiting School Course Number and Title	Howard University Course Number and Title	HU Instructor's Signature	HU Telephone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 This part is to be signed by the Department Chair in the Cathy Hughes School of Communications.

Approved: _____
 Cathy Hughes School of Comm. Academic Advisor

Denied: _____
 Cathy Hughes School of Comm. Academic Advisor

Transfer Course Request Form

HOWARD UNIVERSITY CATHY HUGHES SCHOOL OF COMMUNICATIONS

Submitted an official transcript to: Howard University,
Office of the Registrar, 2400 6th Street, NW, Washington, DC 20059.

Approval of course(s) to be taken at visiting college/ universities for FALL___SPRING___SUMMER ___ YR___ .

This is to verify that the undergraduate student named below is in good academic standing:

Name _____, HU-ID# _____ Year entered SC _____

She/ He has permission to enroll in the following course(s) at

College/ University

City and State

Course # and Title

Howard University
CH School of Communications
Academic Advisory Center
525 Bryant Street, NW
Washington, DC 20059

HOWARD UNIVERSITY Code # and Course Title

Approved: _____

Cathy Hughes School of Comm. Academic Advisor

Date: _____

Please note the following:

- In order for credit to be awarded, students must earn a minimum grade of a "C" (2.0) or better in a course for which they seek transfer credit. A grade of C- is not transferable. (Pass/Fail courses are not transferable, you must receive a "letter" grade)
- Only credit hours are transferable. Grades and grade point averages earned at other schools are NOT factored into your Howard University's cumulative grade point average.