



HOBART AND WILLIAM SMITH COLLEGES

COURSE SUBSTITUTION REQUEST FORM

FOR COURSES WHICH ARE ALREADY PART OF YOUR HWS TRANSCRIPT

If seeking approval for a transfer course which does not yet appear in your transcript, please use the *Request for Transfer Credit form* which includes a section for a Dean's approval.

If the course already appears in your transcript because it is a regular HWS course, or is an HWS Global Education course, or is a transfer course which has already been approved by a Dean, continue with this form:

Student's Name: _____ **ID#:** _____

Hobart William Smith **Anticipated Grad Date:** _____

Department & Course Number of the course to be used: _____

-For Global Ed courses, note departments, course numbers, & titles as they appear in your HWS transcript.

-For Global Ed courses approved prior to departure, note that approval is only for the course listed; if enrollment changes, you will need a new approval for any other course.

Course Title: _____

Student Signature: _____ **Date:** _____

Substitution of FSEM (First Year Seminar) with the course listed above

Waiver of FSEM (for transfer students only)

Dean's Signature: _____ Date: _____

Credit toward Major: (Indicate Major Here) _____

Toward Requirement: _____

If this course is equivalent to an HWS course, state the HWS course (transfer courses only): _____

Department/Program Adviser Signature: _____

Department/Program Chair Signature: _____

Credit toward Minor: (Indicate Minor Here) _____

Toward Requirement: _____

If this course is equivalent to an HWS course, state the HWS course (transfer courses only): _____

Department/Program Adviser Signature: _____

Department/Program Chair Signature: _____

Credit toward Goal: (For transfer courses or abroad courses only. Must be approved by the chair of the Department which is most relevant to the course. For HWS courses, see the Aspirational Goals course list.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Quantitative Reasoning | <input type="checkbox"/> Substantially Fulfills Goal | <input type="checkbox"/> Partially Fulfills Goal |
| <input type="checkbox"/> Scientific Inquiry | <input type="checkbox"/> Substantially Fulfills Goal | <input type="checkbox"/> Partially Fulfills Goal |
| <input type="checkbox"/> Artistic Processes | <input type="checkbox"/> Substantially Fulfills Goal | <input type="checkbox"/> Partially Fulfills Goal |
| <input type="checkbox"/> Social Inequalities | <input type="checkbox"/> Substantially Fulfills Goal | <input type="checkbox"/> Partially Fulfills Goal |
| <input type="checkbox"/> Cultural Difference | <input type="checkbox"/> Substantially Fulfills Goal | <input type="checkbox"/> Partially Fulfills Goal |
| <input type="checkbox"/> Ethical Judgement | <input type="checkbox"/> Substantially Fulfills Goal | <input type="checkbox"/> Partially Fulfills Goal |

Primary Adviser Signature: _____ Date: _____

Department/Program Chair (Print): _____ Dept/Prog: _____

Department/Program Chair Signature: _____ Date: _____