Course Approval for Transfer Credit
(for currently enrolled students)

Hobart and William Smith Colleges

Please attach the course description (if available) and syllabus and return form to your Dean's Office.

Student's Name: _____ **Class Year**: _____

Institution where course is to be taken: _____

Department and course number: _____

Course Title: _____

Dates of Attendance: _____ **Semester/Credit Hours:** _____
terms(s), semester(s), year(s) *(must be 3 or more)*

Approved as:

☐ ***Credit toward Major***
Substitution/equivalent for: _____
Chair Signature: _____ **Dept/Prog:** _____

☐ ***Credit toward Minor***
Substitution/equivalent for: _____
Chair Signature: _____ **Dept/Prog:** _____

☐ ***Credit toward Goal #*** _____ ☐ Fulfills Goal
☐ Partially fulfills Goal

Adviser Signature: _____ **Dept/Prog:** _____

☐ ***Approved as equivalent to:*** _____ for pre-requisite purposes.
(course number)
Chair Signature: _____ **Dept/Prog:** _____

☐ ***Credit toward Graduation***

Dean's Signature:_____

Note: If approved, credit for these courses will be recorded on your HWS record provided you earn grades of C or better; however, the grades will not be recorded and will not impact your HWS GPA. Approval is tentative if dated before the end of the academic year and may be cancelled if the academic status at the end of the year is unsatisfactory. Final approval of these courses and listing on the transcript will take place following resumption of your studies at HWS. You must request that an official transcript of your study be sent directly to the applicable office:

Office of the Dean
William Smith College
Geneva, NY 14456

or

Office of the Dean
Hobart College
Geneva, NY 14456