

**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	or	Office of the Dean
William Smith College		Hobart College
Geneva, NY 14456		Geneva, NY 14456