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.)

☐ Quantitative Reasoning ☐ Scientific Inquiry ☐ Artistic Processes ☐ Social Inequalities ☐ Cultural Difference ☐ Ethical Judgement

☐ Substantially Fulfills Goal ☐ Partially Fulfills Goal

Primary Adviser Signature: __________________________________________________________________________ Date: __________________________________________________________________________

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

Department/Program Chair Signature: __________________________________________________________________________ Date: __________________________________________________________________________