



# HOBART AND WILLIAM SMITH COLLEGES

## TRANSFER CREDIT REQUEST FORM

Use only when requesting transfer credit from an unaffiliated institution.

**Please attach the syllabus and return the form to your Dean's Office.**

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Anticipated Grad Date: \_\_\_\_\_ Was this course taken as Dual Enrollment?  Yes  No

Name of College/University where course will be taken: \_\_\_\_\_

Department & Course # at institution where course will be taken: \_\_\_\_\_

Course Title at institution where course will be taken: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
term(s), semester(s), year(s) (must be 3 or more)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE WS OR H DEAN FOR COURSES FROM U.S. INSTITUTIONS, OR BY THE HWS DIRECTOR OF INTERNATIONAL STUDENT AFFAIRS FOR COURSES FROM NON- U.S. INSTITUTIONS.

Confirmation of college/university regional accreditation Office Staff Initials DATE

**Approved as Equivalent to:** \_\_\_\_\_ for pre-requisite purposes.  
(course number)

Department/Program Chair Signature: \_\_\_\_\_ Dept/Prog: \_\_\_\_\_

**Credit toward Major:** (Indicate Major Here) \_\_\_\_\_

**Toward Requirement:** \_\_\_\_\_

Department/Program Chair Signature: \_\_\_\_\_

**Credit toward Minor:** (Indicate Minor Here) \_\_\_\_\_

**Toward Requirement:** \_\_\_\_\_

Department/Program Chair Signature: \_\_\_\_\_

**Credit toward Goal:** (For Chair of the Department most similar to the Transfer Course)

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

Department/Program Chair Signature: \_\_\_\_\_ Dept/Prog: \_\_\_\_\_

I approve the course as appropriate to the student's academic plan.

\_\_\_\_\_  
Academic Advisor Signature Date

I approve the course as general transfer credit. Credit toward a major, minor, or goal requires further approval from department/program chairs.

\_\_\_\_\_  
Hobart or William Smith Dean Signature Date

## Request for Transfer Credit Instructions:

The following steps should be taken to properly submit this form:

1. First, the student must **attach** the course description **and** syllabus to this form and fill out the top portion.
2. The student then must obtain approval of accreditation from the Dean, or Director of International Student Affairs for non-U.S. institutions.
3. The student then must obtain the proper signatures **if needed** from the Department Chair's approving the request.
  - For a major or minor requirement: the chair of the department of the major or minor
  - For a goal: the chair of the department which houses the most similar course at HWS
4. The student then must meet with their advisor to approve that the course is relevant to their academic plan.
5. Last, the student will turn in the request for final approval to either the Hobart or William Smith Dean's Office.

Hobart and William Smith Colleges **DO NOT** accept credit for the following course work:

- a) National Outdoor Leadership School (NOLS)
- b) Semester at Sea

Credit for courses taken at another college/university are accepted by Hobart and William Smith Colleges **only** if the conditions and procedures listed below are met.

- a) The petition for transfer credit is submitted and approved **before** course(s) begin.
- b) The College/University at which the course(s) will be taken has **regional accreditation** as determined by the Dean, or Director of International Student Affairs for non-U.S. institutions.
- c) The course in question **cannot be worth less than 3 credit hours**, also called a partial courses, which are non-transferable.
- d) Only courses passed with a grade of **C- or higher** are accepted for transfer.
- e) The student must request that an **Official Transcript** be sent from the other College/University to the Dean's Office in order to receive credit for the course(s).
- f) If you are taking a full semester of coursework at another institution, you should contact the Dean's Office to arrange for a Leave of Absence.

### Please note:

\*Credits are counted toward *graduation requirements*, but **GRADES ARE NOT COUNTED FOR THE HOBART AND WILLIAM SMITH COLLEGES GPA.**

\*The Deans have the right to **void** this request at any point if the course does not meet HWS College Standards.

\*Hobart and William Smith Colleges accept a **maximum of 16 credits** in transfer.  
(A.P. credits cannot exceed 7. Combined A.P. and transfer credits cannot exceed 16.)

*Note:* 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:

Hobart and William Smith  
Office of the Registrar  
300 Pulteney St  
Geneva, NY 14456

Or

Digitally at:  
Registrar@hws.edu