



HOBART AND WILLIAM SMITH COLLEGES

TRANSFER CREDIT REQUEST FORM

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, please use the Course Substitution Request form.

If seeking approval for a transfer course which does not yet appear in your transcript, continue with this form:

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

Student's Name: _____ ID#: _____

Anticipated Grad Date: _____ This is **NOT** an Online/Hybrid Course (Exceptions may apply for Spring/Sum 2020)

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"/> 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 |

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
- c) Online Courses
- d) Hybrid Courses
- e) Distance Learning Courses
- f) Emergency Medical Technician (EMT), per Health Professions Steering Committee [10.9.12]

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:

**Office of the Dean
Hobart College
300 Pulteney Street
Geneva, NY 14456**

or

**Office of the Dean
William Smith College
300 Pulteney Street
Geneva, NY 14456**