

HAMILTON COLLEGE
PETITION FOR ONLINE TRANSFER CREDITS
FROM AN APPROVED OFF-CAMPUS STUDY PROGRAM

The College allows the transfer of credit from one online course on an approved off-campus study program. You have the option to petition for transfer credit from additional online courses. This petition should address the online courses for which you are still seeking transfer credit. Submit this form and supporting documentation to the Off-Campus Study Office: ocs@hamilton.edu.

Date _____ Full Name _____

Email Address _____ Student ID _____

Name of Program or University _____

Program Provider (if different from above) _____

Location of Program (City, Country) _____

Program Status (Temporary Suspension of In-Person Courses, Suspended, Canceled, Return to the U.S./Home)

Program Deadline to Return to Home (if applicable) _____

Number of Weeks of Completed In-Person Instruction _____

End Date of Program _____

Course Information

Please list the courses involving remote delivery for which you are seeking transfer credit.

Attach Supporting Documentation

1. Syllabus for each course
2. Description of online course delivery method (e.g synchronous/asynchronous, lecture, discussion-based), remaining assignments (be specific if any assignment involves group work), grading method
3. Copy of notification from your program that courses are no longer being offered in-person
4. Any other information that your program has provided that describes the online plan and program status

Submit this form and supporting documentation to the Off-Campus Study Office:
ocs@hamilton.edu.