**PETITION FOR TRANSFERRED CREDIT**

Name: ___________________________  ID# __________________  Class Year: ____________

Last  First  MI

Concentration* ___________________________  Minor* ___________________________

☐ Fall ___________  ☐ Spring ___________  ☐ Full Year ___________  ☐ Summer ___________  ☐ Winter ___________

I seek permission to transfer credit for courses from the following ☐ U.S. institution or ☐ Program Abroad:

<table>
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<tr>
<th>Name of U.S. Institution/Sponsoring U.S. Institution or Program</th>
<th>Name of Foreign Institution (if going abroad)</th>
<th>City, Country</th>
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☐ I have read and understand the Transferred Credit Policies for Matriculated Hamilton Students (policy is found in the CREDIT FOR WORK AFTER ENROLLMENT section of the Registrar’s TRANSFERRED CREDIT POLICIES webpage). Initial ________

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<tr>
<th>Hamilton Dept.</th>
<th>Transfer Course #</th>
<th>Transfer Course Title</th>
<th>Is the course in-person, online or asynchronous?</th>
<th>To be completed by Department Chair, Program Director or Registrar only. *See back of form for instructions.</th>
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<td>Approved for General Trans. Cred.</td>
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Advisor (Print) ___________________________ (Signature) ___________________________ Date ________

Advisor signature indicates courses listed above have been reviewed with student and the courses complement student’s academic program.

**To be completed by Registrar:**

Probable Hamilton Units: __________________________________________________________

CAS Approval ___________________________________________________________ Date ________

☐ Tracking

Final approval is granted when you receive an emailed copy of your Petition for Transferred Credit from the Committee on Academic Standing.
Choose your courses → Fill out the Petition for Transferred Credit → Review the courses with your advisor, don’t forget their signature → Course Approval- See Transfer Course Approval Process below → Submit your Petition, with course descriptions attached, to the Registrar’s Office prior to taking the course.

Transfer Course Approval Process

Is the course in your concentration or minor?

YES

Must have approval from Department Chair or Program Director **even if you don't need** the course for concentration or minor.

Bring a course description with you.

Chair or Director reviews for transfer and possibly for concentration or minor.

Provide equivalent course information in shaded area.

NO

Is the course a **math**, **computer science**, **physics** or **foreign language** course?

YES

Need approval from corresponding Department Chair.

Bring a course description with you.

Chair reviews for transfer.

NO

Registrar's Office will review. Attach a course description to your petition.

Registrar reviews for transfer.