PETITION FOR TRANSFERRED CREDIT

Name: ____________________________ ID# __________________

Last Name First Name MI

Class Year: ______ Concentration: __________________________ Minor: ______

☐ Fall ☐ Spring ☐ Full Year ☐ Summer ☐ Winter ______

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

Name of U.S. Institution __________________________ City, State __________________________

☐ I seek permission to transfer credit for courses from the following Program Abroad:

Sponsoring U.S. Institution/Program __________________________ Name of Foreign Institution __________________________ City, Country __________________________

<table>
<thead>
<tr>
<th>Hamilton Dept.</th>
<th>Transfer Course #</th>
<th>Transfer Course Title</th>
<th>Transfer Credits</th>
<th>Approved for Transfer</th>
<th>Approved for Conc. Or Minor</th>
<th>Course Level (Ex:100)</th>
<th>Equivalent Hamilton Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be completed by Department Chair, Program Director or Registrar only

<table>
<thead>
<tr>
<th>Approved for Transfer</th>
<th>Approved for Conc. or Minor</th>
<th>Course Level (Ex:100)</th>
<th>Equivalent Hamilton Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisor (Print) __________________________ (Signature) __________________________ Date _______

Advisor signature indicates courses listed above have been reviewed with student and they 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.

*Foreign languages not normally taught at Hamilton should be reviewed by the Director of Critical Language Program.