

STEPS TO APPROVE A PETITION FOR TRANSFERRED CREDIT

There are two ways to access a Petition for Transferred Credit that needs your approval.

- System Generated Email
- Faculty Forms Approval Dashboard – click on View to open form.

Academic Advisor Approval:

1. Course Syllabi can be found in the Course Information Section.
2. Scroll to Approvals section.
3. Approver Type: Click on View Details in row with your name listed as Advisor.
4. Click on Approve/Deny
5. Choose Approval Status
6. Approval Note – Optional
7. Submit Approval

Department Chair/Program Director Approval:

1. Scroll to Approvals section.
2. Approver Name Column: Click on View Details in row with your name listed as Approver. This will open Approval Details section.
3. Approval Details – View Support File link will take you to syllabus/course description for review.
4. Click on Approve/Deny

To Approve

1. Approval Status: Choose Approved in Drop Down.
2. Hamilton Course: Three options
 - a. Other General College Credit – course will transfer as credit towards the 32 units needed to graduate but will not count towards concentration/minor.
 - b. Other Department Elective Credit – course will transfer as credit towards the concentration/minor but is not equated to a specific Hamilton College course. Use the Approval Note section if the course should transfer at a specific level i.e. 100, 200, 300.
 - c. Equate the course to a specific Hamilton College course by selecting the correct course from the drop-down box. (Writing Intensive courses will not be shown on this list – students can't get writing intensive credit for transfer courses.)
3. Submit Approval

To Deny

1. Approval Status: Choose Denied in Drop Down.
2. Hamilton Course: Skip this box if denying course.
3. Approval Note: Give student a brief reason why you denied the course.
4. Submit Approval