# PETITION FOR TRANSFERRED CREDIT

**Name:** ____________________________  **ID#** ___________  **Class Year:** ___________

**Last**  **First**  **MI**

**Concentration**  ____________________________  **Minor**  ____________________________

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

Year  Year  Years  Year  Year

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

<table>
<thead>
<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 __________

<table>
<thead>
<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>Approved for General Trans. Cred.</th>
<th>Approved for Conc. or Minor</th>
<th>Course Level (Ex:100)</th>
<th>Equiv. Hamilton Course</th>
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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 __________

Final approval is granted when you receive an emailed copy of your Petition for Transferred Credit from the Committee on Academic Standing.
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*, or *physics* 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.

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

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