HAMLINE UNIVERSITY

UNDERGRADUATE COURSE SUBSTITUTION APPROVAL
PRIOR APPROVAL FOR THE ACCEPTANCE OF UNDERGRADUATE TRANSFER CREDITS

Please Print:
Name (last, first, middle):_____ Hamline ID:_____

Hamline Email:_____ Phone:_____

Major(s):_____

Minor(s):_____ Certificate(s):_____

- An official transcript must be received by Hamline before course work from other institutions is applied to your record.
- Overseas credit will be determined (finalized) upon receipt of an official transcript.
- Make a copy for your records.
- Return completed form to Student Administrative Services, East Hall 113.

1. This is for a course:
☐ That has already been completed
☐ That I am planning to complete during a future term

2. The approval is for (check all that apply):
☐ Transfer/overseas courses to be used in a major/minor/certificate
☐ ACTC courses to be used in a major/minor/certificate
☐ Hamline courses from other departments to be substituted in a major/minor/certificate
☐ Future transfer course(s) to count toward general requirements

3. List the name of the institution where the course work was/will be completed, along with the term:

Institution_____ Term_____

4. Please list the courses in the table below.

Subject	Course #	Course Title	Semester Credit Value*	Apply to which major/minor/certificate
Apply to program as:		☐ major/minor/certificate elective ☐ substitute for required course:_____	☐ direct equivalent to Hamline course**:_____ ☐ other:_____	
Apply to program as:		☐ major/minor/certificate elective ☐ substitute for required course:_____	☐ direct equivalent to Hamline course**:_____ ☐ other:_____	
Apply to program as:		☐ major/minor/certificate elective ☐ substitute for required course:_____	☐ direct equivalent to Hamline course**:_____ ☐ other:_____	
Apply to program as:		☐ major/minor/certificate elective ☐ substitute for required course:_____	☐ direct equivalent to Hamline course**:_____ ☐ other:_____	

*6 quarter credits = 4 semester credits
**For transferred courses to receive direct equivalencies to Hamline courses, you must obtain the signature of the Department Chair of the department to which the Hamline course belongs.

Approvals:
Advisor (required)

Printed name:	Signature:	Date:

Department Chair/Program Director (required to accept major/minor/certificate courses or direct equivalencies)

Printed name:	Signature:	Department:	Date:
Printed name:	Signature:	Department:	Date: