

HAMLIN
UNIVERSITY
College of Liberal Arts

Approval for Course Substitution(s) or Prior Approval
for the Acceptance of Transfer Credits

Student Name _____
Last, First, Middle (*please print*)

Hamline ID _____

Major(s) _____

Phone _____

Minor(s) _____

1) This is for a course:

- that has already been completed, or
- 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
- ACTC courses to be used in a major/minor
- Hamline courses from other departments to be substituted in a major/minor
- Future transfer course(s) to count toward general requirements

*Transfer work completed after matriculation is not accepted for Hamline Plan Disciplinary Breadth (F, H, N, S) requirements!

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

Institution _____ Term _____

*An official transcript must be received by Hamline before course work from other institutions is applied to your record.

4) Please list the courses in the table below.

SUBJECT	COURSE#	COURSE TITLE	SEMESTER CREDIT VALUE*	IF APPLICABLE	
				MAJOR/MINOR	EQUIVALENT HAMLIN COURSE (if applicable)

* 6 quarter credits = 4 semester credits

Advisor signature _____
(required)

Date _____

Major Advisor/Department Chair _____
(to accept major courses)

Date _____

Minor Advisor/Department Chair _____
(to accept minor courses)

Date _____

RETURN THIS FORM TO STUDENT ADMINISTRATIVE SERVICES
(Make a copy for your records)