

**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): _____

- Transfer work completed after matriculation is not accepted for Hamline Plan Disciplinary Breadth (F, H, N, S) requirements.
- 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 – *formerly Law & Graduate Schools Building*.

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
- Transfer/overseas courses to be used for Hamline Plan
- 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	How Course should be Applied to Program (elective, substitute for specific required course, etc.)	Direct Equivalent to Hamline Course**

*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.

Advisor signature: _____ Date: _____
(Required)

Department Chair: _____ Date: _____
(Required to accept major courses or direct equivalencies)

Department Chair: _____ Date: _____
(Required to accept minor courses or direct equivalencies)

Program Director: _____ Date: _____
(Required to accept certificate courses)