

**I would like to count a**  
**Non-Smith course as a required course for my engineering degree**  
(For example: Five College courses, study abroad courses, courses taken during the summer)

In order to count a non-Smith course towards your engineering degree, you need to do a few things. First, is to meet with your major advisor to make sure that your plan to take a course away dovetails with the rest of your academic plans. Second, is to make sure that the course meets the curricular needs of the Picker Engineering Program. Third, is to have the Picker Engineering Program double-check that we have the documentation we need. You also need to make sure that the college will grant credit for the course (which, if all other approvals are obtained, is highly likely). **Follow these steps to complete this process:**

1. Obtain a course description and syllabus for the course you wish to take; more information is better.
2. Fill out this form (the one you are reading now) – as much as you can. **A separate form must be used for each course.** Bundle together this form and the course description and syllabus into a single pdf.
3. Share that pdf with your major advisor, and meet with them to discuss your plans. If they approve, please have them sign this form.
4. If you are proposing to take this course as a replacement for a *required* math, science, or engineering course, the next step is to ensure that your proposed course meets the expectations of our program. For courses outside of engineering (e.g., math 212, physics 117, ...) go to step 5. If you are seeking to replace a required engineering course (e.g., EGR 270, EGR 374, ...), please jump to step 6.
5. [non-engineering course] Please send your pdf of materials to the chair of that department and politely ask them to review whether it is a reasonable substitute for the course you wish to replace. For example, if you wish to take Introductory Chemistry at State University, you would send these materials to the chair of chemistry and ask if they consider it to be a reasonable substitute for CHM 111 at Smith. If they agree that it is a reasonable substitute, please have them sign on the line for “Faculty Member”.
6. Please send your packet to our Assistant Director, Martin Green. By now, you should have your advisor’s signature and (possibly) another faculty member’s signature. If this is for a required engineering course, Martin will share your materials with our Assessment and Standards Committee, who will evaluate whether the proposed course is a reasonable substitute for our course. Once your packet has been checked over and approved by our program, the program will email you and your advisor a copy for your records..
7. Request transfer credit approval from the College:
  - For courses taken at colleges or universities in the United States or for courses taken **online** outside the U.S., use Smith College’s transfer form from the registrar:  
<https://www.smith.edu/sites/default/files/media/Documents/Registrar/TransferCreditApplication.pdf>.
  - For courses taken **in-person** outside the U.S. submit a credit approval request via Smith International Travel Experience System (SITES) using this URL: <https://shibboleth-smith-horizons.symplcity.com/sso/> (Note: If the program/university isn't available in SITES please email [studyabroad@smith.edu](mailto:studyabroad@smith.edu) so that they can add the program/university to SITES.

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Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Class: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Name of School for proposed course:** \_\_\_\_\_

**School Catalog website:** \_\_\_\_\_

**Department for proposed course:** \_\_\_\_\_

**Course Name and Number:** \_\_\_\_\_

**Semester and Year:** \_\_\_\_\_ **Credit Hours:** \_\_\_\_\_

**I am proposing that this course replace the following required course:**

\_\_\_\_\_

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As an instructor for the Smith course listed above, I acknowledge that I have reviewed the course description and syllabus and believe that the proposed replacement course is a reasonable substitute.

\_\_\_\_\_  
Faculty Member (for class to be replaced)

\_\_\_\_\_  
Faculty Member - Signature

\_\_\_\_\_  
Date

Comments:

The student is granted permission by the Program to take courses elsewhere as outlined above.

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Academic Advisor - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director/Director, Picker  
Engineering Program

\_\_\_\_\_  
Assistant Director/Director - Signature

\_\_\_\_\_  
Date

Comments: