

DEPARTMENTAL SUPPLEMENT FOR PETITION TO TRANSFER CREDIT

Use this form to get approval to substitute a course outside of Smith for credit in the Engineering Program. **A separate form must be used for each course. Attach a course description & syllabus from the other School and include any notations pertinent to the request.** This signed form with syllabus should be attached to the transfer form from the Class dean's office, available at http://www.smith.edu/classdeans/documents/transfer_credit_petition.pdf, and submitted to the Program Assistant in Ford Hall 155C. Students seeking approval of credit for summer study outside of the U.S. need to submit their request via Smith International Travel Experience System (SITES) using this URL: <https://shibboleth-smith-horizons.symplicity.com/sso/>.

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

Name of School: _____

SCHOOL CATALOG WEBSITE / [url: _____](#)

Smith College Course being replaced:

Course Number & Name	Credit Hours
<u>Proposed Replacement Course:</u>	Academic Year: 20 _____ Fall ____ Spring ____

Course Number & Name	Credit Hours
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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: