

Transfer Credit Instructions and Policies

1. Students must seek department/program approval via this form prior to submitting it to the Registrar and Academic Systems Office. Please remember that chair review alone is not sufficient to approve transfer credit and that the Registrar approves transferability related to credits, grades, and other criteria specified in the faculty-legislated policy.

2. If seeking approval for transfer credit to apply to a General Education requirement(s), an additional approval form is required. The "Comparable Course Approval Form for a General Education Concentration" and S, L, and Q designation forms are available from the Registrar's Office. The Writing requirement may not be satisfied with non-Bates credit.

3. The transfer is not finalized until the application is submitted, signed, approved, and the final transcript evaluated. Chairs have the option to deny transfer credit even if the Registrar's signature is on the form. Students are encouraged to plan ahead.

4. Students must request that the transferring institution send an official transcript to the Bates College Registrar and Academic Systems Office (44 Mountain Avenue, Lewiston, Maine 04240) so that the transfer credit may be posted to the Bates transcript. All official transcripts submitted for the purpose of awarding Bates credit are archived as part of the student's permanent Bates record. Students may access their Bates transcript on the Garnet Gateway to view all transfer credit awarded.

The Registrar and the department/program chair are responsible for the overall evaluation of non-Bates credit, subject to established policies. Exceptions to the established policies may only be granted by the Committee on Academic Standing. All non-Bates course credits awarded are equivalent to one Bates course credit and two quality points. Please note: non-Bates course credits include transfer credits, AP credits, IB credits, A-Level credit, etc.

For students entering in the fall of 2015 and thereafter, degree candidates matriculating as first-year students, either in the fall or winter semester, must earn at least 28 Bates course credits or approved program credits (such as Junior Semester or Year Abroad credit), not including Short Term credits. Therefore, the maximum amount of non-Bates credit, such as transfer credit or Advanced Placement credit that may be applied to the graduation requirement of 32 earned credits is 4. Transfer students must earn a minimum of 16 Bates course credits, not including Short Term credits. They may transfer a maximum of 2 non-Bates course credits earned after matriculating at Bates. A transfer student is defined as any student who has previously matriculated as a degree candidate at another institution.

Non-Bates credit is awarded based on specific requirements:

- Credit must be awarded from an official college or university transcript, from an official Advanced Placement or International Baccalaureate test score report, or from an official document considered equivalent to a transcript by the Registrar.
- Courses must be appropriate to a liberal arts and sciences college, comparable in quality to those offered at Bates, and students must achieve **a grade of C or better**.
- Courses taken in a college or university's continuing education or extension program must be applicable toward the BA or BS degree being pursued by full-time undergraduate students at that institution.
- College courses taken prior to secondary-school graduation must have been taught on a college or university campus, have been graded in competition with college students, and not count towards the high school degree.
- Credit must be earned at a regionally accredited non-profit institution.
- Courses taught online may transfer, as long as they are pre-approved by the respective department/program.
- Courses must be worth at least **three semester hours or five quarter hours** or meet for a minimum of 45 class meeting hours to be eligible for transfer. When appropriate, quarter hours may be added together and multiplied by 2/3 to determine the equivalent total number of semester hours to be used toward unspecified transfer credits.
- Students may receive credit for a maximum of two courses taken during summer school sessions.
- All credits must be transferred by the beginning of the final semester of the senior year.
- Credit for Short Term courses may not be transferred from another institution.
- Students may not transfer credit into Bates that are the result of simultaneous enrollment (i.e. being enrolled at Bates during a semester while also being enrolled in a course at another institution). However, students who have a compelling reason to do so may request permission in advance by petitioning the Academic Standing Committee. In order for such credit to transfer into Bates, approval must be given by the Academic Standing Committee in advance of enrolling in the course.
- Students must be enrolled at Bates for the final semester of their senior year.

With the exception of summer courses, matriculated students who wish to receive credit for study outside the United States must have the pre-approval of the Committee on Off-Campus Study. They must study on a Center for Global Education-approved program and complete their studies in accordance with the Committee's guidelines. The Committee on Off-Campus Study is responsible for the award of approved program credit.

I HAVE READ THE TRANSFER CREDIT POLICIES. I UNDERSTAND THAT UPON RECEIPT OF THE TRANSCRIPT IN THE REGISTRAR'S OFFICE, IF THE COURSE DOES NOT MEET ALL OF THE ESTABLISHED CRITERIA FOR TRANSFER OR IF I FAIL TO SUBMIT THE NECESSARY DOCUMENTATION BY THE ESTABLISHED DEADLINES, TRANSFER CREDIT WILL NOT BE AWARDED ON MY BATES COLLEGE TRANSCRIPT.

Signature of Student: _____ Date _____

For internal use only:	Date	Initials
received	_____	_____
copy forwarded to chair	_____	_____
incomplete; returned to student	_____	_____
final copy sent to student and chair	_____	_____
transcript received	_____	_____

credit posted to Bates transcript _____

Bates College Transfer Credit Application

*** Please refer to the instructions and transfer credit policies on the reverse. ***

SECTION A - COMPLETED BY STUDENT (Complete in full and attach a course description. Please use a separate form for each course.)

Name: _____ ID: _____ Date: _____

Class: _____ Box: _____ Mailing Address if not on campus: _____

Major 1: _____ Advisor 1: _____

Major 2: _____ Advisor 2: _____

Name of Transferring Institution: _____

Type of Transferring Institution: four-year college (on campus) community college online other: _____

Subject, Number, and Title of Course to be transferred: _____

Note: Please complete a separate form for each course to be reviewed. Attach a catalog course description from transferring institution's web site.

Number of credits awarded by Transferring Institution: _____ Credit Type: semester hours quarter hours other: _____

Note: Courses must earn at least 3.0 semester hours or 5.0 quarter hours to be awarded one Bates credit. See reverse for more information.

Semester and Year Course is to be taken: _____

Note: The maximum number of summer courses eligible to be transferred is two.

SECTION B - COMPLETED BY THE DEPARTMENT / PROGRAM CHAIR

As chair, I approve do not approve the transfer of this course.

This course: is a direct equivalent and can be substituted for the Bates course: _____

Note: If this option is selected, the student may use the transfer credit to fulfill any general education requirements toward which the Bates course is applicable, with the exception of the writing requirement.

has no equivalent and is to be posted on the transcript as unspecified department/program credit

Note: If this option is selected, the credit may fulfill the SLQ requirement or be counted toward a General Education Concentration by completing a separate form (available from the Registrar's office) to seek the necessary approval. The Writing requirement may only be satisfied by a Bates course.

This course: may may not be used toward the _____ major minor.
major/minor

Comments: _____

Chair's signature: _____ Department/Program: _____ Date: _____

SECTION C - COMPLETED BY THE REGISTRAR

The above course is approved for transfer and one Bates course credit will be awarded provided all requirements are met.

Registrar or Dean Signature: _____ Date: _____