

Instructions and Policies

1. **If you are seeking credit only, bring the completed form to the Registrar and Academic Systems Office. If you are seeking to use the transfer credit towards partial fulfillment of any Bates requirement, bring the completed form to the appropriate chair for review and signature first, and then bring it to Libbey Forum.** Please remember that chair review alone is not sufficient to approve transfer credit and the Registrar approves transferability related to credits, grades, and other criteria specified in the faculty legislated policy.
2. **The transfer is not finalized until the application is submitted, signed, and approved, and the final transcript evaluated.** Chairs have the option to deny transfer credit even if the Registrar's signature is on the form, so students are encouraged to plan ahead and leave enough time for a complete review.
3. **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 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 or 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.

All degree candidates must earn a minimum of sixteen Bates credits. Degree candidates matriculating as first-year students, either in the fall or winter semester, must earn a minimum of twenty-four Bates course credits or approved program credits. Transfer students may transfer a maximum of two 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 and has earned or is earning credit.

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 and graded in competition with college students.
- Credit must be earned at a four-year, regionally accredited institution; however, courses earned in an accredited community or junior college or any non-traditional setting may be transferable with approval of the department or program and the Committee on Academic Standing; matriculated Bates students must obtain these approvals prior to enrolling in the course(s).
- Courses must be worth at least **three semester hours or five quarter hours** or meet a minimum of thirty-six 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 units may not be transferred from another institution.
- 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 faculty 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 _____

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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	_____	_____

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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 No. _____ Mailing Address if not on campus: _____

Major 1 _____ Advisor 1 _____

Major 2 _____ Advisor 2 _____

Name of Transferring Institution _____

Semester (to be) taken: Fall: _____ Winter: _____ Summer: _____ *
Year Year Year *reminder: a maximum of 2 courses taken during the summer are eligible for transfer

Transferring Institution Department or Program: _____ Course number: _____

Course Title (one course per form): _____

Equivalent Bates Department or Program: _____

Number of credits awarded by transferring institution for this course: _____

Type of credits awarded by transferring institution**: semester hours quarter hours other (please explain) _____
(**note: course must be at least 3 semester hours or 5 quarter hours to transfer as 1 Bates credit)

check if the course is delivered in a non-traditional setting (i.e. on-line) or is to be taken at a community college. If so, the student must seek departmental approval and petition the Academic Standing Committee prior to enrolling.

SECTION B - 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 _____

For registration purposes this course is equivalent to the following Bates course: _____

SECTION C - COMPLETED BY THE DEPARTMENT / PROGRAM CHAIR

As chair, I approve do not approve the transfer of this course. If approved, it may be used to fulfill the following requirement(s):

- | | |
|---|--|
| <input type="checkbox"/> Social Science Set with _____ | <input type="checkbox"/> Major - if checked, a waiver form must be submitted |
| <input type="checkbox"/> Social Science 3rd course | <input type="checkbox"/> Minor - if checked, a waiver form must be submitted |
| <input type="checkbox"/> Natural Science Set with _____ | |
| <input type="checkbox"/> Natural Science 3rd course | |
| <input type="checkbox"/> Quantitative | |

*** Note: Beginning with the class of 2011, only courses approved for transfer with a direct Bates equivalent may count towards the General Education requirements. Non-Bates courses, regardless of equivalency, may not be used to fulfill the Writing Requirement.

This course: is a direct equivalent and can be substituted for the Bates course: _____
OR
 has no equivalent and is to be posted on the transcript as unspecified department/program credit
OR
 is not approved for transfer.

Comments:

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