

How to obtain credit for courses taken elsewhere

Rules:

1. You may count up to a maximum of three courses taken elsewhere towards the psychology major.
2. You may only count one course within a focus area (cognition & emotion, biological & health, development & personality, and cultural & social)
3. Students may receive credit for either statistics (psyc218) or methods (psych 261/262) if taken elsewhere (with prior approval) but students may not receive credit for both of these courses if they are taken elsewhere.
4. For a course taken elsewhere to count towards the psychology major it must be approved by the department chair.

Approval Process:

1. It is strongly recommended that you have courses pre-approved by the department chair.
2. You should obtain a copy of the syllabus. You can do this either by emailing the professor of the course you are considering or for some programs you can find the syllabus online. (A copy of the course description will most likely NOT contain enough information for the chair to make a decision.)
3. Bring a printed copy of the syllabus to the chair for consideration during office hours. You should sign up for office hours using this online scheduling system: <http://signupschedule.com/toddkahan>
Note: If NONE of the office hours work for you (or if you are off campus) then you may email the syllabus to the chair for approval. You should mention in your email that you are not available during the posted office hours.
4. Please highlight the following three items on the syllabus (or mention these items in your email message) as these details are essential for determining the level at which a course may count (i.e., 200 or 300 level). If these details are not listed in the syllabus then please find the answers to these questions in some other way (e.g., contacting the professor of the course in question).
 - a. What are the prerequisites for the course? (Be aware that most of the 300-level courses within the psychology major at Bates have a 200-level prerequisite.)
 - b. What is the assignment structure like and how are grades determined? (Be aware that most of the 300-level courses within the psychology major at Bates do not solely use in-class exams to assess student learning. Instead

most of our 300-level courses require some combination of papers, community-based work, presentations, class projects, etc.)

- c. How many primary readings are required? (Be aware that most of the 300-level courses within the psychology major at Bates require that students read at least 6 or more journal articles in addition to other reading materials; in fact, some of our 300-level courses require that students read over 30 journal articles.)
5. Along with the syllabus please bring this form to your meeting with the chair:
<http://abacus.bates.edu/admin/offices/reg/academics/TransferCreditApplication.pdf>
This form will need to be completed if you want credit for the course. (Please complete section A of the form before your meeting with the chair.)
6. If the chair decides that Bates College offers an equivalent course to the one you are considering then the course taken elsewhere will count towards the major at the level of the course we offer at Bates College.
7. If the chair decides that Bates College does not offer an equivalent course then the chair may still decide to count that course towards the major (at either a 200 or 300 level) as unspecified department credit.

Things to bring to the meeting with the chair:

1. A list of courses you plan to take elsewhere (or have already taken) along with a syllabus and answers to the three questions outlined above (see approval process Step #4).
2. A copy of the transfer credit application form with Section A completed:
<http://abacus.bates.edu/admin/offices/reg/academics/TransferCreditApplication.pdf>
3. Sign up for office hours at this URL: <http://signupschedule.com/toddkahan>

Note:

The abroad office also makes this form available to students and departments/programs:

<http://www.bates.edu/offcampus/files/2011/07/major.pdf>

The psychology department does not use this form. As such, please do not bring the chair a copy of this form.