## **Instructions and Policies**

- 1. Students are encouraged to first submit this form to the appropriate Bates department/program chair based on the subject of the course 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 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.
- 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 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 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 courses 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 preapproval 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.

COLLEGE TRANSCRIPT.									
Signature of Student:									
		•••••							
Date	Initials								
		Rev. 04/11 REG							
		Date							

## 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:	
			Address if not on car	mpus:				
Major 1		Advisor 1						
Major 2		Advisor 2						
Name of Transfe	erring Institution_							
Semester (to be	) taken:	Fall: Year	Winter: Year	Summer:	* * ear		The maximum of summer of summer of significations.	courses
Transferring Inst	titution Departmer	nt or Program:		Cours	e number: _			
Course Title (on	e course per form	):						
Equivalent Bates	s Department or F	Program:						
Number of credi	ts awarded by tra	nsferring institutio	n for this course:					
Type of credits a (** <b>Note</b> : course m	awarded by transforust be at least 3.0 s	erring institution** semester hours or 5	:   semester hours  output  description:	quarter hou fer as 1.0 Bates cr	rs 🗆 othe edit.)	r (please	explain)	
departmental ap	proval and petitio	n the Academic S	standing Committee p	rior to enrolling.		•	llege. If so, the student	
		THE REGISTRAR						
The above cours	se is approved for	transfer and one	Bates course credit v	vill be awarded p	rovided all r	equirem	ents are met.	
Registrar or Dean Signature					Date			
			 NT / PROGRAM CH <i>A</i>					
			sfer of this course.					
This course:	is a direct ec **Note: If this of which the Bates has no equiv **Note: Credit v Concentration (	ption is selected, to secourse is applicated and is to be will be posted as "GEC) or S, L, or C	be substituted for the the student may use table, with the exception posted on the transcurspecified." If this open	the transfer credi on of the writing r cript as unspecified otion is selected, oppropriate approv	equirement.  ed departme the credit m ral (a separa	ent/progra nay fulfill nate form	I education requirement  am credit the General Education is required and is availa	
This course:	□ may □ may	not be used towa	ard the major/min		ajor 🗆 mir	nor.		
Comments:			majoi/min	Oi				
Chair's signature	e:		Department/Prog	ram:			Date:	