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 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 ____________________

For internal use only: Date Initials
received
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REG
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: _______ * **Note: The maximum of summer courses eligible for transfer is two.

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 3.0 semester hours or 5.0 quarter hours to transfer as 1.0 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________________________

SECTION C - 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: Credit will be posted as “unspecified.” If this option is selected, the credit may fulfill the General Education Concentration (GEC) or S, L, or Q requirement with appropriate approval (a separate form is required and is available from the Registrar’s Office). The Writing requirement may only be satisfied by a Bates course.

This course: □ may □ may not be used toward the ____________ □ major □ minor.

Comments:

Chair’s signature: ___________________________________ Department/Program: ___________________________ Date: ____________