

BOWDOIN COLLEGE

APPLICATION FOR TRANSFER OF CREDIT

Instructions for completing this application

The Application for Transfer of Credit should be used for all requests involving; summer credit, credit while on a medical leave or suspension from the college (if permission has been granted in an official letter), or prematriculation credit.

- I. Complete your personal information.
- II. Complete the Program information and note the term and/or program dates.
- III. Complete the Course and Credit information. A signature from the appropriate Department Chair is required for each course for general credit. Department Chairs may also approve Major/Minor credit in a separate column.
- IV. If you have not declared a major, a signature by your pre-major advisor is required.
- V. Submit your Application of Transfer Credit form to the appropriate office.

Conditions of approval. Prior approval is required. If prior approval has not been obtained through submission of this form, transfer of credit is possible only by petition to the Recording Committee. Before the Registrar gives final approval of credit for any course, you may be asked to submit supporting documents, such as syllabi and all papers and exams, after the course has been completed. The Registrar may decline to grant credit if the course or the student's work in the course does not satisfy Bowdoin academic standards.

Credit is awarded only for liberal arts courses compatible with the Bowdoin curriculum, in which the grade earned is C- or above. No credit is transferred for courses with a professional focus such as accounting, business, marketing, communications, journalism, or physical education; or for distance-learning courses. A few courses in "outdoor education" and similar field-study areas are specifically identified as unacceptable if required assignments consist of only reports or reflective summaries. Courses may not be taken Credit/Fail.

Amount of credit allowed. You may transfer a cumulative total of no more than four credits from study in any type of summer school program.

Determination of transfer credit. One Bowdoin course is considered to equal four semester hours (six quarter hours). Typically, if a student takes a course at another institution worth three semester hours, it will transfer into Bowdoin College as 0.75 transfer credits (three semester hours/four semester hours = 0.75 transfer credits). While some exceptions may occur, no course taken elsewhere will be worth more than 1.00 Bowdoin credits. Thus, students will not receive 'extra' credit for courses that have accompanying laboratory credits. For example, a course taken elsewhere is worth 3 credits with an accompanying lab that is worth 2 credits will only transfer to Bowdoin as 1.00 course-unit. Please see the charts below.

If summer course equals...	... it transfers to Bowdoin as...
2 semester hours	0.50 credits
3 semester hours	0.75 credits
4 semester hours	1.00 credits

If summer course equals...	... it transfers to Bowdoin as...
4 quarter hours	0.50 credits
5 quarter hours	0.75 credits
6 quarter hours	1.00 credits

Transcripts. No credit will be awarded by Bowdoin's Office of the Registrar until an official transcript showing the number of credits or credit-hours and the grade(s) earned has been received from the host institution. A transcript is considered to be official only if it arrives at the Office of the Registrar in its original, sealed envelope. A faxed transcript, photocopy of the transcript, letter or email from the professor, or grade report is not acceptable. Bowdoin College cannot request your transcript from another institution; it is *your responsibility* to make certain that your official transcript is sent directly to: Office of the Registrar, Bowdoin College, 4500 College Station, Brunswick, ME 04011-8436.

Please print clearly in filling out the form, and make a copy of the completed form for your reference.

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I. PERSONAL INFORMATION

Name (last) _____ Name (first) _____ ID _____ Major(s), if declared _____

II. PROGRAM AND PERIOD

Program/University _____ Country _____ Program dates _____

III. COURSES AND CREDITS

Permission to transfer credit from other institutions requires advance approval. For all proposed or potential courses, give course codes and full titles below, and attach course descriptions and/or syllabi. Indicate how many credits or points the program or university (not Bowdoin) gives for each course, and the credit system (semester, quarter, or other) used. Credit awarded by Bowdoin will be general credit, unless you obtain a signature to indicate provisional approval of credit toward your major or minor.

COURSE CODE AND FULL TITLE	Credits at Host Institution	Semester/ Quarter/ Other System?	Student must provide evidence of coursework before final approval will be granted	Department Chair Signature for <u>General Credit</u>	Department Chair Signature for <u>Major/Minor Credit</u>
			Yes/No		
			Yes/No		
			Yes/No		
			Yes/No		
			Yes/No		

IV. REVIEW BY FACULTY ADVISOR(S)

If you have not yet declared a major, the signature of your pre-major advisor is required.

Faculty Advisor: Please sign below if you are satisfied that this program is beneficial and appropriate to the student's progress toward the degree at Bowdoin.

Sign _____ Name _____ Department _____ Date _____

V. SUBMISSION

If you intend to participate in a summer program abroad and will want to transfer credit, submit **this form to the Off-Campus Study Office by 15 April**. (Note that program deadlines are likely to fall before this date; you are responsible for meeting those deadlines, and are encouraged to submit this application in advance.) You are strongly advised to visit the Off-Campus Study Office to review suitable summer program options before submitting this application.

If you intend to participate in courses at a domestic institution, within the United States, this form should be submitted to the **Office of the Registrar** directly.