

BOWDOIN COLLEGE

APPLICATION FOR TRANSFER OF CREDIT

Permission to transfer credit from other institutions requires approval in advance from the appropriate Bowdoin Department Chair. If prior approval has not been obtained through submission of this form for each course, 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, Department Chair, or Recording Committee 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 a grade of C- or above is earned.**

Last Name _____ First Name _____ ID _____

To be completed by the Student:

Program/University	Country	Program Dates	Course Code and Full Title at Host Institution	Credits at Host Institution (Note Sem/Qtr)
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Required for any course approval, to be completed by the subject area Department Chair:

Bowdoin Course Equivalent (Subject and Number) or note "Unspecified"	Student must provide evidence of course work before final approval will be granted. <i>Yes/No (Circle One)</i>	
Printed Name of Department Chair	Signature of Department Chair	Date
Is this an online course? <i>Yes/No (Circle One)</i>	Assoc. Dean Review	

To be completed by the Major/Minor Department Chair (only if seeking Major/Minor credit approval):

Is this course approved for the Major/Minor? <i>Yes-Major</i> <i>Yes-Minor</i> <i>No</i> <i>(Circle One)</i>	If approved, toward what Major/Minor do you approve credit?	If approved for the major/minor, note requirement that this course will fulfill.	Student must provide evidence of course work before final approval will be granted. <i>Yes/No (Circle One)</i>
Printed Name of Department Chair		Signature of Department Chair	Date

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 1 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.

Please review additional information on the back side of this form.

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Instructions

This Application for Transfer of Credit should be used for all transfer credit requests for summer terms, credit while on a medical leave or suspension from the college (if permission has been granted in an official letter), or pre-matriculation credit. Please see the Off Campus Study Office for the Off Campus Course Selection form if you are requesting approval for courses taken during an approved study abroad semester (not summer).

1. Complete your personal information.
2. Complete the institution and course information section.
3. Submit the form to the appropriate Bowdoin Department Chair, attaching the printed course description and course syllabus (if available). For ALL approved courses, Department Chairs should indicate if there is a course equivalent or note “unspecified” if there is no Bowdoin course equivalent. If the course will also fulfill a major or minor requirement, the department should specify what requirement the course will meet.
4. If this is an online course, students must indicate this in the box provided and have the application reviewed by the Associate Dean for Academic Affairs.
5. **If one course is approved for both general and major/minor credit, all appropriate boxes, including signatures, are required in both sections.**
6. Make a copy of the completed form for your reference. Departments should also keep a copy in their major/minor student files for future reference.
7. Submit your Application of Transfer Credit form to the appropriate office (Registrar or Off Campus Study).

Conditions of Approval

Within the United States, courses must be taken at a four year, accredited college/university. For non-US programs, consultation with the Off Campus Study Office is required to confirm transfer credit eligibility. Beginning with courses taken in the Summer 2014 term forward, students may apply for transfer credit approval for online or hybrid courses. Credit is only awarded for courses analogous to those in the Bowdoin curriculum. No credit is transferred for courses with a professional focus such as business, marketing, communications, or journalism; bridge or winter session courses. 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. Students may apply a maximum of four* *pre-matriculation* course credits toward their Bowdoin degree from the following sources: Advanced Placement Program, International Baccalaureate Program, other approved International exams, and college credits for courses that were completed on a college campus, taught by college faculty, completed in a class with matriculated college students, and were not used to satisfy any high school graduation requirements. (*Students who matriculated prior to Fall 2013 are grandfathered under the rules they matriculated under and may apply eight pre-matriculation credits toward their Bowdoin degree.)

Determination of Transfer Credit

One Bowdoin course is considered equal to 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/five quarter hours = 0.75 transfer credits). While some exceptions may occur, no course taken elsewhere will be worth more than 1.00 Bowdoin credit. Thus, students will not receive ‘extra’ credit for courses that have accompanying laboratory credits. For example, a course taken elsewhere that 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 a transcript from another institution; it is *the student’s responsibility* to make certain that an official transcript is sent directly to: Office of the Registrar, Bowdoin College, 4500 College Station, Brunswick, ME 04011-8436.