

## Bowdoin College Application for Transfer of Credit from Other Institutions: Information to Keep in Mind

### ***Prior Approval...***

Permission to transfer credit from other institutions requires **advance approval**. (Please note: without advance approval, students will only be able to transfer credit by petitioning the Recording Committee.) To obtain prior approval, the student should first provide course information (catalogue descriptions, course syllabi) to both the department chair of the course subject and the major department chair or advisor. Next, the student should submit the signed "Application for Transfer of Credit" form to the Office of the Registrar. This should all be done **before** enrolling at another institution.

### ***Once the class has been completed...***

No credit will be awarded until an official transcript showing the number of credits or credit-hours and the grade(s) earned has been received from the other institution. In certain cases, students may be given conditional approval and be required to submit supporting documents, including the course syllabus and all papers and exams, after the course has been completed. The Recording Committee may decline to grant credit if, in its judgment and that of the appropriate Bowdoin department, the course or the student's work in the course does not satisfy Bowdoin academic standards.

### ***The official transcript...***

A transcript is only considered to be official if it arrives at the Office of the Registrar in its original, sealed envelope. A faxed transcript, a photocopy of the transcript, a letter or email from the professor, or a grade report is not acceptable. In addition, please note that the Office of the Registrar cannot request your transcript from another institution; it is *your responsibility* to make certain that your official transcript is sent directly to this address: Office of the Registrar, Bowdoin College, 4500 College Station, Brunswick, ME 04011-8436.

### ***Credit will not be awarded if...***

Credit is not awarded for courses in which the student has earned a grade below C-, or for courses taken on a Credit/Fail basis. The College does **not** regularly grant credit for work completed through:

Professional institutions  
Vocational institutions  
Community colleges  
Correspondence courses (including the Internet)  
"Jan Plans" or abbreviated winter terms.

### ***Amount of credit allowed...***

A student may transfer a cumulative total of no more than four credits from study in summer school programs.

### ***How transfer credit is determined...***

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 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 charts below.

<b>If University X course equals...</b>	<b>...then it transfers to Bowdoin College as...</b>
2 semester hours	0.50 credits
3 semester hours	0.75 credits
4 semester hours	1.00 credits

<b>If University X course equals...</b>	<b>...then it transfers to Bowdoin College as...</b>
4 quarter hours	0.50 credits
5 quarter hours	0.75 credits
6 quarter hours	1.00 credits

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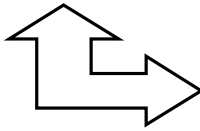
*Permission to transfer credit from other institutions requires advance approval:*

Name:	ID #:	
Class Year:	Major(s):	
College/University Name:	Semester Course to be Taken (fall/spring/summer):	Year:

Take this application together with a course description and/or syllabus of the course you will be taking to the chair of the relevant department here at Bowdoin. After the chair has given approval by signing this form in the box below, complete the rest of the form and return it to the Office of the Registrar in Moulton Union. The Office of the Registrar retains this application until an official transcript is received from the host institution. **The approval of the chair indicates that the course is accepted for transfer credit. The Office of the Registrar determines the amount of credit awarded.** Final approval will be given for the course after the transcript has been evaluated, and you will be notified via email. Please Note: Upon completion of the course, it is *your responsibility* to request that an official transcript in a sealed envelope be sent from the host institution **directly** to: Office of the Registrar, Bowdoin College, 4500 College Station, Brunswick, ME 04011-8436.

Department	Course #	Course Title	Credit at Host College	Semester or Quarter System?	Bowdoin Course Equivalent	Signature of Bowdoin Department Chair (required)	Date

Advisor's Signature: \_\_\_\_\_  
(needed only if major is undeclared)



If University X course equals...	...then it transfers to Bowdoin College as...
2 semester hours	0.50 credits
3 semester hours	0.75 credits
4 semester hours	1.00 credits

If University X course equals...	...then it transfers to Bowdoin College as...
4 quarter hours	0.50 credits
5 quarter hours	0.75 credits
6 quarter hours	1.00 credits

Reason(s) for applying for transfer credit:

For general Bowdoin Credit

To satisfy a requirement for the major/minor in: \_\_\_\_\_

I would like the student to provide evidence of completed course-work prior to giving final approval for this course: Yes \_\_\_ No \_\_\_

Major/Minor Dept. Advisor Signature: \_\_\_\_\_  
(required)