



## Transfer Credit For Study At U.S. Institutions Or Non-Hamilton Study Abroad Programs

**You must complete a Petition for Transferred Credit to receive credit for ALL courses taken elsewhere** in the United States or Abroad, including all preferred programs. Exceptions are Hamilton College's Programs in France, Spain and China, and Boston University's SEA semester.

**1. Personal Information:** Your name, ID number, Class Year, Concentration, Minor.

**2. Period of Study Away:** Check off the appropriate term(s) and fill in the year.

**3. The name and address** of the U.S. institution you plan to attend, or the name and address of the foreign institution/program plus the name of the Sponsoring U.S. Institution.

**4. Courses:**

a) Department – The Hamilton College department toward which you expect to count the credit.

b) Course number - As indicated in the course description in the catalog or program description of the school/program you plan to attend.

c) Course Title (complete) from the course description.

d) Credits - *If the information is available* – **For study at a U.S Institution**, note the number of credits that school will award you for the course. Example: 3 credits. **For Study Abroad**, note the number of credits the Sponsoring U.S. Institution will award for the course.

DO NOT enter the amount of Hamilton College credit you expect to receive.

**5. Course Approval - You must obtain the following signatures before you submit the petition to the Registrar's Office:**

a) Your petition must be signed by your Academic Advisor before it is submitted to the Registrar's office.

b) **All courses in the department of your concentration or minor must be approved by the Department Chair**, even if you do not intend to use them for the concentration or minor requirements. Obtain signature(s) before submitting the petition to the Registrar.

c) The following courses must always be approved by the appropriate Department Chair before you submit the petition to the Registrar's Office:

All Foreign Language courses

Physics courses

Comparative Literature courses

Math courses

Computer Science courses

d) Other courses that are not in the department of your major or minor may be approved by the Registrar.

You may submit your petition for the Registrar's approval after you have obtained the necessary signatures

described above. **You must submit course descriptions with the petition when requesting the Registrar's approval.**

You do not have to obtain the Study Abroad Approval or CAS Approval signatures. The Registrar's office will do this for you.

**6. Credit Calculation and Award**

**Following are excerpts from the policy for governing the award of transferred credit as established by the Faculty and stated in the Catalogue, in the section "Transfer of Credit to Hamilton for Study Away."**

a) The quantity of transferred credit that a student may earn toward a Hamilton degree for work done at another school is determined by a proportionality between the 32 Hamilton units required for a Hamilton degree and the number of units required at the other school to earn a degree there. For example, if a school requires 120 semester-hours for a degree, a course worth 3 semester-hours at that school is .025 of the total work required for a degree at that school. By proportionality, that 3 semester-hour course would generate .80 of a Hamilton unit, because  $(.025)(32) = .80$ . The Registrar will use this rule to evaluate the totality of a student's transferred credit for a given semester or summer.

b) Students may earn by transferred credit no more than 2 Hamilton units for work taken in a summer.

c) Students who have earned a total of 14 or more Hamilton units [including units earned by all forms of transferred credit (which include Advance Placement credits and International Baccalaureate credits) ] may present for transferred credit only courses taken at four-year institutions.

**7. Grades:** To be eligible for transfer, a course must be completed with a grade of C or higher. Courses earning numeric or other non-letter grades such as "credit" or "pass" will not be accepted for transfer unless the school or Sponsoring Institution can provide the Registrar with documentation stating that those grades are equivalent to C or higher.

**8. Independent Study:** To receive credit for an Independent Study or Research Project the completed course work must be reviewed and approved by the appropriate department chair for concentration or minor credit, or to the Dean for Off-Campus Study for general credit. You will be expected to submit a copy of your Independent Study or Research, or other appropriate, related materials to the person approving the course.

**9. Internships:** Generally, the College does not award credit for Internships. However, under the direction of a regular member of the faculty, and with the approval of the Committee on Academic Standing, students pursuing off-campus internships and apprenticeships approved by the College may use their off-campus experience as the basis for a 1/2 unit or one-unit independent study conducted during a regular semester once the student returns to the College. Such an independent study will be governed by the same policies that apply to all independent studies.

**10. Transcripts:** You must have your host institution send your official transcript directly to the Registrar at Hamilton upon completion of your abroad program or U.S. institution courses. The transcript must be received by the Registrar in a sealed envelope. Copies, faxed transcripts, or transcripts opened by the student will not be accepted.

**11. Distance-learning Courses:** Must be petitioned for, and approved separately by the Committee on Academic Standing. Contact the Associate Dean of Students (Academic) for further information.

**12. Questions:** The Committee on Academic Standing is the final authority on questions of interpreting the policy governing transferred credit. Questions should be directed to the Associate Dean of Students (Academic) or to the Registrar.