

## Transferred Credit Policies for Matriculated Hamilton Students

1. Students must submit a Petition for Transferred Credit form prior to registering for coursework at other institutions. It is the student's responsibility to submit a completed form and track through final approval. Courses not receiving approval prior to registering at other institutions are not guaranteed transfer credit.
2. Courses must be liberal arts- similar to courses taught at Hamilton.
3. Courses not normally accepted include advertising, accounting, business, criminal justice, engineering, journalism, law, and social work. If a student believes a course within one of these disciplines is in fact liberal arts, they are welcome to contact a department about approval.
4. Courses within a student's concentration or minor must be approved by the department, even if the course is not required for the concentration or minor.
5. Courses in math, computer science, physics, and foreign languages must be approved by the appropriate department. For foreign language courses not normally taught at Hamilton, approval may be sought from the Director of Critical Language Program.
6. Coursework is not considered to have final approval until the student receives an emailed copy of the Petition for Transferred Credit form from the Committee on Academic Standing.
7. Students must earn a grade of C or higher for the course to be eligible for transfer. Courses with a numeric or other non-letter grade such as "credit" or "pass" will not be accepted for transfer unless the host institution provides documentation to the Registrar's Office indicating the grades are equivalent to C or higher.
8. The quantity of transferred credit 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.
9. No more than 2 units of credit for summer coursework.
10. 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.
11. Students may receive transfer credit for no more than 16 Hamilton units.
12. To receive credit for an independent study or research project the completed coursework must be reviewed and approved by the appropriate Department Chair. It is the student's responsibility to submit a copy of their independent study or research, and other appropriate, related materials to the Department Chair upon their return to Hamilton College.
13. Distance Learning or Online Courses must be petitioned for and approved by the Committee on Academic Standing. Contact the Associate Dean of Students (Academic) for further information.
14. Students must request an official transcript from the host institution be sent to the Registrar's Office at Hamilton College.
15. The Committee on Academic Standing is the final authority on questions interpreting the policy governing transferred credit. Questions can be directed to Associate Dean of Students (Academic) or the Registrar.