Transfer Credit

Policy/Procedure

Advanced Placement

The Registrar’s Office maintains a chart detailing how credits are assigned for Advanced Placement tests. A current version can be found online at http://www.dickinson.edu/departments/reg/APinfo.html.

To receive credit/placement at Dickinson for your Advanced Placement scores, you will need to have an official copy of your scores sent to the Registrar's Office. To request that your official scores be sent contact the College Board at 1-888-CALL-4-AP (1-888-225-5427).

“A-Level” British System Advanced Level Credit

Students who obtain grades of A or B on a British System Advanced level ("A-level") exam will be granted credit for college work in the appropriate department and will receive placement at the discretion of the department. Submit syllabi and course materials to the Registrar's Office for courses you wish to be evaluated.

Credit Equivalency

Each Dickinson course is equivalent to four credit (or semester) hours, unless otherwise noted in the course description. This is based on the assumption that at least three hours of study accompany each class period (excluding labs). Half courses meet either for only half the semester or on a half-time basis for the full semester. Physical education and some military science courses carry no academic course credit.

Current Students (Summer, January Term)

You may attend summer school or a January term at another institution in the United States or abroad, provided that:

- you are in good academic standing, i.e. you have a 2.00 grade point average or better AND
- the other institution is accredited and has been approved by Dickinson College

In order to assure credit transfer you must secure prior approval of course(s).

IMPORTANT NOTE: If you do not complete the approval process before you leave campus to attend the other school, you run the risk of not receiving approval for your course(s).

To secure approval, complete the Enrollment in Another institution form (available at the Forms link of the Registrar's web page). Be sure to:

- List all courses to be taken (indicate any alternate choices).
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- Attach a photocopy of the official course descriptions.
- Sign and date the enrollment form.
- Secure your academic advisor's signature.
- Obtain the signature of the appropriate Dickinson department chairperson, only if a course is to count towards a major, a minor or a Distribution Requirement. (General College/Elective Credit is approved by the Registrar.)
- Submit the form to the Registrar's Office.

You will be notified regarding final approval or denial within 10 days of receipt of the completed form in the Registrar's Office.

Transfer Credit for Current Students

As soon as the summer session or January term is over, it is your responsibility to see that the institution you attended sends an official transcript of your academic work to:
Dickinson College
Registrar's Office
P.O. Box 1773
Carlisle, PA 17013

You will receive only transfer credit for approved courses in which a grade of "C" (2.00 on a 4.00 scale) or better is earned, i.e. grades earned at another institution will appear on your Dickinson transcript, but they will not count in your cumulative grade point average. (Exception: courses taken at a Central Pennsylvania Consortium College during Fall or Spring semesters) Courses may not be taken pass/fail unless it can be documented that pass is equivalent to a grade of "C" or better.

Amount of Credit

The maximum credit transferable for a short-term study abroad is one (1) Dickinson course, regardless of the credit hours assigned by the host institution or number of courses taken by the student.

You may receive up to a total of four (4) transfer credits for summer and/or January study at other approved institutions. (You may take courses during one or more summer and January sessions as long as the total number of transfer credits do not exceed four (4) courses.)

If you wish to receive more than four (4) transfer credits for summer and January study at other approved institutions, you must obtain prior approval from the college. Petitions and supporting documentation should be submitted to Associate Provost Brenda Bretz. Approval will be based on demonstrated relevance and coherence in your overall educational program.

The maximum number of courses that can be transferred to Dickinson College is sixteen (16). College regulations require a student to complete at least sixteen (16) courses on campus, including six (6) of the last eight (8), or the last four (4). In addition, you must complete at least twelve (12) courses on campus after declaring a major.
**French Baccalaureate Credit**

Students who obtain a coefficient of 4 or higher and a grade/score of 12 or higher on courses in pursuit of a *French Baccalaureate degree* will be granted up to 8 course credits for college work in the appropriate department and will receive placement at the discretion of the department.

**Incoming Students**

Dickinson College allows incoming students to transfer credits from another institution, if they meet the following criteria:

- The institution is an accredited college-level institution.
- The academic work must be satisfactorily completed with a grade of C or better (2.0 or above on a 4.0 scale)
- The program of study reasonably parallels the curriculum of Dickinson College.

Final determination of credit and the satisfaction of requirements will be made by the Registrar. NOTE: Final determination of credit for language courses will not occur until language placement is determined via the on-line test or consultation with department once you have arrived on campus. Among the academic regulations applicable to all students and of particular note to transfer students is the graduation requirement that at least 16 courses be taken on campus, the last 12 of which must be taken while the student is matriculated with an approved major field of concentration.

For more information see the *Transfer Admission Requirements* section of the College Bulletin.

**International Baccalaureate**

Students who have taken International Baccalaureate courses will be granted general college credit for higher level IB exams in which they achieve grades of 5 or better. Placement and credit in the appropriate departments will be granted at the discretion of the departments. **NOTE:** Course credit received for IB exams will not fulfill any requirement for the history major.

**Related Information**

**History/Revision Information**

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date: