

# CREDIT TRANSFERS AT BREAD LOAF

**All course transfers must be approved by Bread Loaf's Associate Director. Please read this guide carefully. It outlines the procedures you must follow, and it will help you anticipate any potential problems.**

## GENERAL GUIDELINES

Students wishing to transfer in credits to Bread Loaf from other institutions should first familiarize themselves with some of the rules and conditions set forth in the current catalog.

- Up to two units (the equivalent of six semester hours or nine quarter hours) of work can be transferred in toward the degree at Bread Loaf; normally this is the equivalent of two courses.
- Courses transferred toward the degree at Bread Loaf cannot be used for a degree elsewhere; courses already counting toward a degree elsewhere cannot be transferred toward degree requirements here. It naturally follows from all this that credits applied to a previous degree cannot be called back up to apply toward the Bread Loaf degree.
- The life span of a course credit is ten years; Bread Loaf will not transfer a credit which has expired (i.e., is ten or more years old) or will expire (i.e., turn ten years old) in the course of your degree at the School of English.

## IS THE COURSE TRANSFERABLE?

The easiest way to find out if a course is transferable is to call the Bread Loaf office and ask. Below are the basic criteria:

- The course must be taken at an accredited institution.
- The course must be a graduate-level offering. Sometimes courses can be taken for either graduate or undergraduate credit, and if the transcript does not make clear that you took the course for graduate credit, further steps are needed (see "Finalizing the Transfer" on the back of this sheet).
- The course should be offered in the institution's English Department; if it is not, it must be a course that could be used toward a graduate degree in English at that institution.
- The course must be worth the equivalent of one Bread Loaf unit; that is, the equivalent of three semester-hour credits (or, if the institution is on the quarter-hour credit system, at least 4.5 quarter-hour credits).
- You must receive a letter grade for the course. We realize that some schools do not issue letter grades and although this makes things complicated, it is not an insurmountable obstacle. Please see "Finalizing the Transfer" to learn what steps you must take to obtain an acceptable equivalent of a letter grade.
- You must earn a grade of B or higher.
- On-line or correspondence courses are not acceptable for transfer to Bread Loaf.

## GETTING APPROVAL FOR A SPECIFIC COURSE.

The Associate Director must approve any course transfer. It is always a good idea to obtain approval before enrolling in a course you plan to use for transfer credit; this way you can avoid disappointment in case Bread Loaf sees a problem with the transfer. Before the course can be approved, you will need to submit for the Associate Director's approval:

1. Completed course transfer form.
2. Copy of the catalog description of the course, including a copy of the cover page of the catalog (if at all possible), indicating the institution and year in which the course was taken.
3. Course syllabus
4. Course schedule

These should be sent to the Bread Loaf office before you register for the class if you want extra insurance that the course will count toward your Bread Loaf degree. We realize that a copy of the course syllabus might not be available until after registration, and in that case the Associate Director can probably give tentative approval for the course based on submission of a catalog description. Please note that even if you have received tentative approval for the course from the Associate Director, you will need still to submit a syllabus before final approval can be given.

You should keep your group requirements in mind when transferring credits. The Associate Director will determine which Bread Loaf group requirement the course will fulfill. Sometimes this is easy (Shakespeare, obviously, would be Group II). At other times the lines between groups become blurred. In such cases the syllabus and course description will help in determining how best to use those credits toward your Bread Loaf degree.

## FINALIZING THE TRANSFER

Once you've taken the course and secured a grade of B or better in it, ask the registrar of the institution to send an OFFICIAL copy of your transcript to the Bread Loaf office. "Official" means that the transcript will have the raised seal of the school embossed on it as well as the signature of the issuing Registrar. Grade reports and copies of transcripts cannot be used to transfer credits. Bread Loaf should have all official transcripts on record no later than June 10 prior to your senior summer. If transfers have not been completed prior to that time and are necessary for you to fill your degree requirements, you may not be allowed to graduate.

If the transcript does not make it clear that the course was taken for graduate credit, the registrar issuing the final transcript can send a note along with the transcript verifying that the course was taken for graduate credit, or the instructor of the class can write directly to us verifying that you were enrolled as a graduate student and passed all of the requirements for graduate students in the course. This step may also be necessary if the transcript of the college or university does not have a key to the course numbering system.

If the transcript does not show a letter grade for your course, you must secure evidence that you would have received a B or better if grades had been given. For example, a course taken on a pass-fail basis cannot be transferred to Bread Loaf until we can ascertain that the letter grade you would have received in the class (if the work had been evaluated on an A-F scale) was a B or higher. At some schools, "pass" means anything above a C. An equivalence key from the college or a letter from the instructor will suffice for a translation of "pass." (For example, a note saying "Had so-and-so taken this course for a letter grade, so-and-so would have received an A+ for outstanding work" would do fine.)

There are, unfortunately, other problems that may arise, but this guide covers 99% of all credit transfer cases. If you have any other questions or concerns regarding a pending transfer, email or call Melissa Nicklaw at the Bread Loaf office ([melissa\\_nicklaw@breadnet.middlebury.edu](mailto:melissa_nicklaw@breadnet.middlebury.edu); 802-443-5187) or Jennifer Thompson, the Registrar at Middlebury College (802-443-5770) for help.